

St Paul United Methodist Church (SPUMC)

Job Description Title: Children's Ministry Director (part-time)

Responsible to: Senior Pastor for day to day operations, Staff Parish Committee for fulfilling responsibilities defined in the job description, defining goals, evaluation and communication of concerns related to the performance of the position.

Primary Function: The Director of Children's Ministries will develop and oversee the Christian Education Program for Children, which includes the weekly Sunday School and Children's Church programs for children, and other special programming such as Vacation Bible School and seasonal events (Easter Egg Hunt, help with Christmas pageants, etc). The Children's Ministry Director shall seek to foster a strong education program through building relationships with teachers, students, parents and church leaders that strengthen the students' commitment to the church and growth in faith in Jesus Christ.

Responsibilities:

- Develop, coordinate, promote and implement children's programs in the following areas:
 1. Children's involvement in Worship services
 2. Children's Sunday School for ages 3 years - 5th grade
 3. Children's Church (held during Sunday morning worship)
 4. Seasonal events such as Vacation Bible School, Easter Egg Hunt, Blessing of the Backpacks, children's involvement in church-wide festivals, etc.).
 5. Special services with the Ghana Wesley UMC congregation that occur 3-4 times per year.
- Research and order appropriate curriculum needed to support all children's programs. Store and catalogue existing curriculum that can be used at other times.
- Recruit and train required volunteers to meet education program requirements of the church (at least 2 non-related adults with each group of children), and assist in the classroom as time permits. Distribute a volunteer schedule that accounts for substitutes as necessary.
- Ensure with the church's Administrative Assistant that background checks have been completed for all volunteers
- Maintain communication with all volunteers and be available to address parent or teacher questions, concerns, and suggestions.
- Coordinate with Music Director or another volunteer to incorporate music into children's Sunday School program.
- Coordinate with Preschool Director for preschool music programs presented on Sundays.
- Intentionally reach out to St Paul Preschool families with invitations to Sunday children's programs and special events.

- Develop and maintain the Child Protection Policy and pursuance of a Safe Sanctuaries church.
- Instruct and train children to understand and implement the Bible into their lives.
- Develop children in their Christian spiritual and social development.
- Communicate Children's Ministry praises and concerns frequently with the pastor, Leadership Team via Nurture Leader, and the congregation. Be an advocate for Children within all areas of SPUMC.
- Develop a Children's Ministry strategic plan that supports the mission and vision of the SPUMC.
- Participate in the preparation and development of the budget for the Children's Ministry.
- Maintain updated content on the church website and/or social media with children's programming and events.

Qualifications: The Children's director plays a major role in the faith development of all ages within the church, both as a leader and as an example. SPUMC seeks a person who has a solid understanding of the foundations of the Christian faith, United Methodist tradition, or is willing to learn, and who has a strong desire to nurture children in the Christian faith. We seek a person who generates new ideas and programs who values a team concept of ministry. A degree or background in education, or Christian Education, is preferable. Other desired qualities include:

- Proven ability to relate to children and ability to teach them about Christ
- Spiritual maturity
- A sense of call and a passion for working with children
- Friendly and enthusiastic
- Proven ability to work flexibly with children, parents, volunteers, and other team members
- Good organization, communication, teaching, administration and computer skills
- An understanding of child development

Working conditions: The Children's Ministry Director allows for flexibility of hours but requires regular presence at the church on Sunday mornings and for all children's programs. The position is part time and hourly based on up to 65 hours per month and 780 hours per year. The actual number of hours required during any given week are those needed to fulfill the responsibilities of the position. It is recognized that the schedule may vary at different times of the year, but at least 10 hours per week is the minimum expected. Director will keep the church office and the Pastor informed as to how he/she may be contacted and notify the Pastor and church office prior to any unforeseen absence from regularly scheduled hours, events or duties, and provide a suitable substitute in case of anticipated absence. Actual hours and schedule will be discussed and agreed upon as needed with the Pastor and Staff/Parish Relations Committee liaison. Continuing education to be approved by Staff/Parish Relations Committee and Pastor. Opportunities for review and goal setting will take place periodically Pay level review will be at least annually.