Director of Children's Ministry

The Director of Children's Ministry (DCM) develops and leads a comprehensive ministry of discipleship, mission outreach, fellowship, and worship experiences for children from birth through 5th grade and their families. This position recruits, trains, and supports volunteers; oversees nursery staff; and creates safe, engaging, faith-forming environments where children can grow spiritually, socially, and emotionally.

The DCM works under the direct supervision of the Pastor and in accordance with the GUMC Personnel Handbook and the mission of Galilee United Methodist Church.

Full-Time: 40 hrs per week

Requires leadership during 10am Sunday services.
*A work regular schedule will be established between Mon – Fri to offset Sunday work hours.

Work Location: In Person

Core Competencies

- **Commitment to Children:** Demonstrates genuine love for children and passion for nurturing their spiritual, social, and emotional growth.
- **Interpersonal Skills:** Builds positive relationships with children, families, staff, and volunteers; communicates openly; listens well; and manages conflict constructively.
- **Servant Leadership:** Collaborates effectively, supports volunteers, and leads with humility, care, and encouragement.
- **Organizational Excellence:** Plans and coordinates programs ranging from small classrooms to large church-wide events.
- **Team Orientation:** Works cooperatively with church staff, volunteers, and the broader church community.
- **Commitment to Excellence:** Strives for high-quality ministry, embraces innovation, and continuously evaluates and improves programs.

Qualifications, Knowledge, and Skills

- Previous experience in children's ministry required

- Knowledge of early childhood and elementary development and age-appropriate curriculum
- Strong written and verbal communication skills
- Understanding of and support for United Methodist beliefs, mission, and values
- Demonstrated ability to recruit, train, and lead volunteers
- Ability to maintain confidentiality and exercise sound judgment
- Proficiency with Microsoft Office, Google Workspace, Zoom, email, texting, and social media platforms
- College degree preferred
- United Methodist background preferred

Primary Responsibilities:

Ministry Leadership

- Develop, implement, and evaluate children's ministry programs from birth through 5th grade
- Provide spiritual leadership and ensure programming supports the mission and vision of GUMC
- Partner with the Youth Ministry leader to grow and maintain a birth through young adult Family Ministry
- Incorporate worship, prayer, music, service, and fellowship into children's ministry
- Work collaboratively with the Galilee Christian School to foster relationships and connections with Galilee Christian School students and families and their Chapel program

Volunteer and Staff Supervision

- Recruit, train, mentor, and support volunteers working with children
- Supervise Nursery staff, including scheduling, timesheet approval, and annual evaluations
- Supervise the Children's Ministry Assistant, including scheduling, timesheet approval, and annual evaluations

- Ensure consistent and adequate nursery coverage for worship services and special events
- Recruit and train Acolytes

Child Safety and Compliance

- Acknowledge and adhere to the Galilee Child Protection Policy
- Provide Galilee Child Protection Policy training and confirm policy acknowledgement and adherence for all Children's Ministry volunteers

Community Outreach

- Build relationships with families, schools, and community organizations.
- Maintain connections with United Methodist District and Conference children's ministry leaders.

Seasonal and Special Events

- Vacation Bible School (VBS)

-Recruit, train, supervise, and support VBS volunteers
-Coordinate VBS and provide leadership presence throughout the program

- Special Events

-As part of the Family Ministry team, plan and oversee major children's events, including Advent, Christmas, Lent, Easter, and other large church activities
-Perform additional ministry duties as requested by the Pastor

Administrative Responsibilities

- Attend regular staff meetings and one-on-one meetings with the Pastor
- Participate in Northern Virginia District and Virginia Conference trainings and events.
- Attend Leadership Board or Mission and Ministry Team meetings when requested (within regular work hours).
- Track and manage the children's ministry expenses as part of the overall Family Ministry budget.
- Maintain accurate records and program documentation.

Continuing Education

The DCM is expected to participate annually in continuing education opportunities offered through the United Methodist Conference. At least one continuing education unit (CEU) per year is recommended to maintain and strengthen ministry skills.

Benefits:

- 401(k)
- Employee discount
- Health insurance
- Paid time off
- Employees are eligible for complimentary childcare through Galilee Christian School.

Salary:
$50,000 – $60,000 per year

To apply, please send a cover letter and resume to: info@galileeumc.org