

## **Providence United Methodist Church Job Description**

**Position Title:** Director of Children's Ministries (Full-time)

**Responsible To:** Pastor for day-to-day operations. Pastor and Staff Parish Relations Committee (SPRC) for fulfilling responsibilities defined in the job description, defining goals, evaluation and communication of concerns related to the performance of the position.

**Position Summary:** Provides leadership and strategic direction for children's programming that encourages and fosters the children of the church to participate fully in the life of the church – growing in discipleship, worship and having fellowship opportunities with all ages. Has a regular presence on Sunday mornings and in all children's programming. Provides resources and training to foster ways families can bridge the liturgical based cycle of church life, worship and traditions with the cycle of their home life and traditions.

**Compensation:** Salaried position with benefits.

### **Qualifications:**

- Demonstrate evidence of a Christ-like attitude in words and actions
- A bachelor's degree with training in the field of Christian Education and/or Early Childhood Education is strongly preferred
- Experience (at least five years preferred) serving as the director of children's ministries in a Christian church (preferably a United Methodist Church setting)
- Understanding of United Methodist theology
- Able and willing to work with a servant attitude in a cooperative team spirit
- Ability to maintain confidentiality
- Strong organizational skills
- Ability to work within a budget
- Excellent communication skills
- Skilled in the use of technology with various forms
- Possess unique gifts and talents to share our Christian story, beliefs and values in age appropriate ways
- A passion for and patience in dealing with children and families

### **Primary Responsibilities:**

#### *General*

- Consistently interact with children, adults and staff with warmth and hospitality
- Coordinate the planning and implementation of a comprehensive Christian Education ministry for all children
- Disseminate children's ministry information and publicity through church-wide communication channels coordinating with the church director of communications
- Actively support the vision and mission of Providence UMC
- Attend staff meetings, Children's Ministry Council meetings, Church Council meetings and other meetings as required
- Develop intergenerational activities and programs that foster caring relationships among all ages and abilities
- Recruit, train and encourage volunteers for all aspects of Children's Ministry
- Build relationships with all ages of the church
- Provide experiences and studies that will offer a deep and caring foundation for the children's spiritual journeys
- Ensure a safe and inviting atmosphere and environment for new and current children and their families that fosters healthy physical, emotional and spiritual well-being of all children in Children's Ministry, including compliance with Safe Sanctuary policy

### *Sunday School*

- Recruit, train and encourage Sunday morning volunteers
- Keep up-to-date on curriculum choices that align with United Methodist theology
- Provide ways for Sunday school classes to use the multiple intelligences so each child can explore the lessons in a way appropriate for him or her
- Source and/or prepare curriculum
- Maintain adequate and organized supplies for basic children's Sunday School needs
- Keep an updated list of resources for children's Sunday school volunteers to use in their classrooms
- Teach a children's Sunday school class each Sunday

### *Worship and Discipleship*

- Encourage worship attendance and participation in church activities for children and/or families
- Offer ways for children to become actively involved in worship leadership in both the traditional and contemporary worship services
- Lead a monthly Children's Church with the goal of teaching the different parts of worship
- Offer an Art Club to provide visual ways to enhance the liturgical year both in worship and around the church grounds
- Work with the Adult Ministries and Youth Ministries to help design themes for major seasons of the liturgical year that offers ways for all ages to participate

### *Special Events*

- Work with Children's Ministry Council to plan and coordinate events that highlight the liturgical year, spiritual development and events that are just for fun (such as the Fall Festival)
- Plan ways for children to participate in church-wide missions/outreach and in ways that families can participate together (such as Reverse Trick or Treat at a nursing home)
- Schedule events for intergenerational participation
- Assist with reservations, scheduling, supply purchases, registration (venues, volunteers, vendors, research, supplies)
- Offer a yearly Vacation Bible School

### **Accountability:**

- The performance of each employee shall be appraised annually in writing or more frequently as deemed necessary.
- The performance evaluation is intended as a means of measuring and enhancing individual performance, fostering development and career growth, determining merit increases, and meeting requirements for documenting individual performance.
- In addition to the regular performance evaluations described above, the supervisor may conduct special written performance evaluations at any time to inform an employee of performance or disciplinary problems.
- Compensation increases are reviewed annually on the employee's anniversary date, and are based upon both the performance evaluation, and the availability of church funds.

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