

# Fairfax United Methodist Church

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## Job Opening

**Position:** Director of Kids Ministries

**Hours:** FT – 40 hours/week

**FLSA:** Exempt

**Reports to:** Pastor

**Supervisory:** Supervises volunteers in Kids Ministry

**Point of Contact:** Pastor Pamela Kipps, [pkipps@fairfaxumc.org](mailto:pkipps@fairfaxumc.org)

**Salary:** \$40-\$45K based on previous experience, plus benefits

The Director of Kids Ministries is responsible for helping children in the congregation (ages nursery through sixth grade) learn about the love of God and grow in faith as Christian disciples.

### Job Responsibilities

- Plan and organize Sunday morning Kids Ministry programming
- Recruit, train and oversee ministry volunteers
- Plan and coordinate seasonal kids' events such as Kids Christmas Celebration, Kids Easter Celebration, VBS, and Fall outreach event.
- Ensure the safety of all children by following safety protocols, and child protection policies
- Attend weekly staff meeting and monthly committee meetings
- Plan and oversee ministry budget and advocate for ministry initiatives
- Participate in worship and ministry life of the church
- Support church mission/outreach events in the local community when needed.
- Support Christmas Eve and Easter services
- Plan and lead summer outreach events
- Provide support to families by providing online resources and in-person educational opportunities
- Partner with youth director to help create a seamless transition between ministries.
- Serve as liaison for weekday preschool and build community

### Communication Job Duties

- Provide communications team with timely, updated content for scheduled communication tools such as Snippets, Window newsletter, and website.
- Plan and coordinate ministry calendar six months in advance
- Partner with staff to develop effective communication and marketing strategies for upcoming events and programming.
- Provide supervisors with regular updates on ministry projects.

### Skills Needed

- Contagious energy and enthusiasm for God
- Desire to lead kids to faith in Jesus Christ
- Ability to nurture and grow relationships with kids and families
- Effective oral and written communication skills
- Strong planning and organizational skills
- Experience teaching or leading kids and familiarity with child development stages
- Ability to work in a team environment