

ST. STEPHEN'S UNITED METHODIST CHURCH
9203 Braddock Road, Burke VA 22015

Director of Children's Ministries Position

Reports to: Pastoral Staff

Status: Part-time (20 hours/week)

FLSA: Non-Exempt

Job Summary

The Director of Children's Ministries will be guided by the mission: To build a solid Christian foundation by loving, teaching, and nurturing children in our community so that we ignite a lifelong passion for living a Christian life. In a spirited program for infants to 6th graders and their families, the Director will work with a great team of volunteers to plan and implement a comprehensive children's program, providing experiences and environments designed to strengthen children in their faith development. To apply, please submit your resume, along with a cover letter to office@ststephensfairfax.org.

Essential Functions:

- Possess a love for children and a desire to connect with them and their families personally.
- Provide a safe, supportive, and nurturing Christian environment on Sunday mornings and at all activities and events.
- Work with the Sunday School Coordinator to select and order curriculum materials as well as recruiting and supporting Sunday School teachers.
- Collaborate with pastors, staff, and volunteers while creating and managing teams to plan and implement children's ministry experiences.
- Ensure that the St. Stephen's Safe Sanctuaries Policy is carried out.
- Demonstrate good organizational skills for planning and coordinating all children's activities, programs, missions, and events, including seasonal ones—Advent, Lent, and Easter—as well as Vacation Bible School and Summer Camps.
- Engage and communicate with children and their families directly to help build relationships with them and with the larger church community.
- Develop a plan for recruitment of volunteers.
- Prepare and manage the Children's Ministries Budget.
- Attend Children and Family Ministry Council meetings and work closely with Council volunteers.

St. Stephen's United Methodist Church
Director of Children's Ministries
Job Description

Qualifications:

- A love for children and families and a commitment to nurturing and strengthening their faith development.
- A personal Christian faith and an openness to serve in the Methodist tradition.
- A degree in a related field or an extensive work history demonstrating leadership and supervisory experience with children.
- Demonstrated leadership in program administration and event planning.
- Strong organizational and project management skills.
- Ability to recruit, train, and manage volunteers and build effective teams.
- Strong oral and written communication skills.
- Highly approachable, flexible, collaborative style and relationship builder.
- Ability to develop and manage budgets and financial resources.