

Wesley United Methodist Church
Director of Children's Ministry
Job Description Effective January 1, 2024

At Wesley Church, we take pride in being a loving home where everyone is warmly welcomed and encouraged. Together, we strive to grow in Christ, living out the teachings of Jesus in both our personal lives and within our community. This commitment is reflected in Wesley UMC's Mission Statement.

Wesley UMC, a small-medium congregation, located at 711 Spring Street SE, Vienna, VA, is looking for a loving and passionate candidate who is willing to serve, learn, and grow together with the congregation. To learn more about Wesley UMC and our vibrant community, visit our website at WesleyVienna.org or connect with us on Facebook at facebook.com/WesleyVienna. To apply for this job, please email your resume to jobs@wesleyvienna.org.

We look forward to welcoming a new member to our dedicated team!

Reports to:	Pastor
Status:	Part-time (15-20 hours per week), including Sundays
FLSA:	Exempt

Job Overview

Proposes, plans, and executes new events and activities, as well as improves upon existing programs, for children (infants through 6th grade) of Wesley United Methodist Church, focusing on developing and supporting their spiritual growth, engagement in mission, and involvement in Christian service. The position requires a close relationship with Christ and a passion for mentoring and working with children.

Benefits

Two weeks of paid vacation and one week of continuing education leave; continuing education funds (up to \$500 per calendar year)

Qualifications

- A personal commitment to Jesus Christ and a lifestyle lived in accordance with Christian principles
- Strong desire to work with children

- Bachelor's degree is highly preferred; experience in Christian education is preferred
- Ability to organize, plan and stage events and programs that promote Christian education and spiritual development
- Excellent verbal and written communication skills with children, parents, staff, and volunteers
- Good organizational skills and multitasking abilities
- Ability to use Google Office applications (Docs and Sheets)
- Experience working with Microsoft Word, Excel, and PowerPoint, as well as various social media platforms (i.e. Facebook, etc.) preferred
- Ability to pass a background check

Responsibilities

- Supervise, lead, and participate in programs for children that advance the ministry goals of the church and work to expand the reach of the children's programs into the community
- Plan and implement Sunday School, including selecting and ordering curriculum materials, and recruiting, training and scheduling volunteer teachers
- Demonstrate good organizational and communication skills in planning and coordinating all children's activities, programs, missions, and events, including Vacation Bible School, in conjunction with the Pastor, Trustees, and lay volunteers, as appropriate
- Attend worship services and assist worship leadership in involving children (i.e. Acolyte Ministry and Children's Message)
- Create and maintain a safe environment for the Nursery and Sunday School classrooms
- Communicate with the nursery staff and volunteers to ensure Safe Sanctuary coverage in the nursery at all times; approve and report hours worked.
- Work with the Pastor to plan and implement Preschool Chapel
- Engage and communicate directly with children and families via weekly email communications to help build relationships with them and with the larger church community
- Attend weekly staff meetings and other meetings as requested, and participate and collaborate with the other staff members in providing support to overall church ministries
- Oversee and manage the Children's Ministry budget
- Review and implement Wesley's Safe Sanctuary Policy with respect to all children's activities
- Other duties as assigned by the Pastor