



**Bridgewater United Methodist Church**  
**Director of Children's Ministry**  
**Job Description (Updated 5/30/2024)**

<b>Job Title:</b>	Director of Children's Ministry
<b>Reports To:</b>	Senior Pastor
<b>Status:</b>	Part-Time
<b>Suggested Salary:</b>	<b>\$8,320.00 Annually (\$16/hr x 10/hrs/wk)</b>
<b>Hours:</b>	10 hours/week (hours may vary week to week dependent on programs)
<b>Summary:</b>	Responsible for serving the church with growing and envisioning a comprehensive program (spiritual formation, Christian education, nurturing discipleship and mission) for children preK-5 <sup>th</sup> grade)

**Duties include, but are not limited to the following:**

- Plan, implement and lead monthly children's activities
- Give oversight to and staff Children's Church as well as prepare the curriculum for weekly lessons.
- Plan, implement and lead Vacation Bible School and the Christmas Children's program
- Plan and implement special events relating to children in the church, e.g. Back to School kick-off, Easter Egg Hunt, Fall Fest, etc....
- Send birthday cards to each child
- Lead Children's Ministry Team (CMT)
- Attend meetings that relate to program – CMT, Staff meetings, Church Council, etc.
- Keep the church and parents informed with use of social media (Group Me), newsletter articles, mailings, website, and bulletin boards.
- Keep the Children's library updated, organized and accessible
- Lead or coordinate the Kid's Time Message at Worship Services
- Help implement Children's Sunday School classes by securing teachers and buddies as well as preparing the curriculum, Also responsible for Promotion Sunday, which is typically held one of the last Sundays in August
- Organize and refill the Children's activity bags for during worship
- Organize and manage program supplies – office space and storage areas for supplies related to Children's Ministry
- Ensure work responsibilities are covered when absent.

**Hours and Expectations:**

The Director of Children's Ministry (DCM) will be expected to attend Sunday services. Other work hours will vary during the week revolving around the program for children. DCM's hours are set at 10 hrs/week, but the hours are flexible based on the planning and scheduling that is required to meet the needs of the program. The DCM needs be available for weekend events, evening events as well as holidays. Some weeks may consist of fewer hours, but some weeks may consist of more hours especially the weeks including:

- The 2 weeks or so leading up to Fall Fest
- The 2 weeks or so leading up to Advent and Christmas (including a Christmas program)
- The 2 weeks or so leading up to Easter (including a special event or program)
- The 2 weeks before and the week of Vacation Bible School

### **Qualifications and Aptitudes:**

#### **Qualifications:**

- The ideal candidate will have a personal commitment to Christ, a love of children and must embrace Christian discipline and United Methodist doctrine and theology.
- Candidate should have a passion to create a positive, nurturing, educational and spiritual environment by assuming a role of Christian leadership while functioning as part of a larger church team.
- Candidate should possess excellent written and verbal communication skills, conflict management skills, and computer skills (including Microsoft Word, Power Point, Google Docs and various forms of Social Media).
- Attention to detail and thoroughness in regards to long term and short term planning.
- A college degree is preferred
- Experience working in children's ministry (paid or volunteer) is a must.
- Be willing to attend continuing education in the field
- Must submit to and result a background check that meets the requirements as defined by the BUMC SPRC

All interested applicants should send a resume and cover letter to Bridgewater UMC Attn: SPRC at 219 N. Main Street Bridgewater, VA 22812 or to [adminasst@bridgewaterumc.com](mailto:adminasst@bridgewaterumc.com)