



## **DIRECTOR OF CHILDREN'S MINISTRY**

**COORDINATES AND LEADS KIDS CITY CHILDREN'S MINISTRY OF LIGHT OF CHRIST UNITED METHODIST CHURCH**

**CLASSIFICATION: PART-TIME POSITION (15 HOURS)**

**REPORTS TO: LEAD PASTOR**

**DATE: SEPTEMBER 30, 2021**

### **JOB DESCRIPTION**

Provide Christ-centered care, education, program activities and age-appropriate curriculum for children infant to fifth grade. The Director of the Children's Ministry will seek to foster spiritual development and an understanding of the Christian faith in Kids City, leading the children to growth in their personal relationship with Christ and others.

The Director of Children's Ministry must present a relational presence, be Spirit-led, dynamic, energetic, possess a broad knowledge base of children's learning styles and have strong organizational skills.

### **QUALIFICATIONS**

- A love for God and a faithful Christian lifestyle.
- A call and passion to serve children and their families.
- A strong commitment to prayer.
- Degree in Christian Education or desire to pursue training concurrent with employment.
- Excellent organizational and interpersonal skills.
- Ability to grow with the position.
- All applicants must be drug-free and able to pass a drug test.
- Undergo a criminal background check
- Ability to work respectfully within a culturally diverse church, inclusive of all identities of race, gender, ability, ethnicity, and orientation.

### **RESPONSIBILITIES**

**PERSONAL SPIRITUAL GROWTH IS PARAMOUNT. A STRONG COMMITMENT TO DAILY PRAYER & SCRIPTURE READING IS OF THE UTMOST IMPORTANCE FOR THE LEADER OF CHILDREN'S MINISTRY.**

- Organize and coordinate setup for all children's activities.
- Recruit Children's Ministry Team Members. Appoint a liaison with each area.
- Recruit and schedule teachers for Sunday morning Children's Ministry classes: Nursery (babies/toddlers), K4-K5 (four and five-year-olds), and Kids City (1<sup>st</sup>-5<sup>th</sup>-grade Children's Worship Experience).
- Obtain and provide teachers with age-appropriate curriculum materials and lesson plans.

- Sustain policies and procedures to provide a safe, quality environment for children and volunteers.
- Maintain good communication with families.
- Help develop budget needs and oversee allocation of funds for Children's Ministry.
- Recruit and facilitate a Special Events team, which plans events.
  - Easter Egg Hunt
  - Vacation Bible School
  - Easter & Christmas music/programs
- Consult with other Christian educators as needed.
- Facilitate participation of Light of Christ children in at least one mission project per year.
- Attend bi-weekly staff meetings, quarterly Ministry Area meetings, monthly Leadership Team meetings, Church Council meetings as needed, and monthly individual meetings with Lead Pastor.
- Other duties as directed by the Staff Parish Relations Committee.

**Work Environment**

This role operates in a church ministry environment. The range of work requires adaptability and may require routine use of standard office equipment as well as scheduling, communication, and presentation computer programs.

**OTHER DUTIES**

**PLEASE NOTE THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LISTING OF ACTIVITIES, DUTIES OR RESPONSIBILITIES THAT ARE REQUIRED OF THE EMPLOYEE FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES MAY CHANGE AT ANY TIME WITH OR WITHOUT NOTICE.**

**Signatures**

This job description has been approved at the following necessary levels:

Lead Pastor \_\_\_\_\_ Date \_\_\_\_\_

SPRC Representative \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_