

**JOB TITLE: DIRECTOR OF CHILDREN'S MINISTRIES**

*BON AIR UNITED METHODIST CHURCH*

Full or Part Time: Part-time (10 hours/week)

SUMMARY OF THE POSITION: To provide dynamic, leadership and coordination for ministries for children ages 3 through 5th grade. Partner with children, parents, adults, and staff to develop and implement vision for children's ministry. To ensure that all activities and personal contacts are in compliance with the Bon Air UMC Safe Sanctuaries policy.

DUTIES AND RESPONSIBILITIES:

- To organize and implement spiritual growth and mission opportunities for children.
- To organize and equip adult and children leaders, and provide leadership for the Sunday and weekday evening Children Programs.
- To organize and equip adult and children's ministry leaders, and provide leadership and oversight for Children's Sunday School Opportunities during the weekly Sunday School hour.
- To organize and implement seasonal and other children's activities as dictated by the mission of the church.
- To provide leadership for and organize a summer Vacation Bible School.
- To communicate with the Nursery Coordinator, nursery volunteers, and church staff on a regular basis.
- To involve the Children in District and Conference events as appropriate.
- To support and participate in the Children's Education Committee to provide visioning and planning for the Children Ministry.
- Develop and manage the Children's Ministry Budget.
- To fulfill all routine and ongoing administrative and communication expectations in a timely manner.
- To work closely with the BAUMC staff in the ministry planning process.
- Other duties as may be assigned or created.

EXPECTED RESULTS:

- Bon Air UMC Children Ministry will show positive growth both spiritually, numerically, and be visible in the life of the church.
- Parents of Children and other adults will be directly involved and supportive of the Children Ministry.
- Open communication and collaboration with the Children's Music Director and Bon View Pre-School.
- All Children Ministry activities and personal contacts will be in compliance with the Bon Air UMC Child Protection Policy and Procedures approved by Church Council on 11/17/2020 or as amended.
- The Children Director will understand and support the "team" ministry model for working with the Children's Education Committee, Church Staff, and Church Council.

EDUCATION OR RELATED EXPERIENCE: The ideal candidate has a proven track record in children's ministries.

DIRECTLY SUPERVISES: None

REPORTS TO: Directly to the Senior Pastor for day-to-day work-related issues and to the Staff-Parish committee for employment related issues