

# **FISHERSVILLE UNITED METHODIST CHURCH**

## **JOB DESCRIPTION**

### **DIRECTOR OF CHILDREN AND FAMILY MINISTRIES**

Position: Director of Children and Family Ministries  
Supervisor: Pastor and Staff Parish Relations Committee  
Status: Part-time, Salaried (\$17,250), Flexible Hours  
Hours: 20 hours per week  
Benefits: included – see Employee Handbook  
Updated: November 2022

#### **GENERAL PURPOSE OF POSITION:**

The Director of Children and Family Ministries (DCFM) designs, develops, directs, and evaluates the entire DCFM programs. Also, provides leadership and assistance to the families and children of the congregation in building a solid foundation for Christian living, spirituality, ministry, and outreach.

#### **ORGANIZATIONAL RELATIONSHIP AND SUPERVISION:**

The DCFM reports to the Senior Pastor for spiritual and ministry guidance. The Senior Pastor, in cooperation with the SPRC, provides an annual evaluation of the DCFM's performance. The DCFM will be responsible and subject to United Methodist policy and doctrine informed by the United Methodist *Guidelines for Children's Ministries and Christian Education*, FUMC policy as determined by the Charge Conference, Senior Pastor, and SPRC. Attendance at the following meetings is expected: Staff meetings, Church Council, and Education Committee.

#### **THE PRIMARY ROLE:**

Plans and coordinates a goal-driven, well-rounded, multifaceted program of Christian education such as Sunday School, Bible Study, and Spiritual Formation for children 0-12 years of age (up to but not including middle school and older), always seeking to involve them in the community at large, as well as in the membership of the church. This work shall be performed in consultation with the Senior Pastor, Superintendent of Sunday School, Church Council, and the Education Committee.

#### **OVERVIEW:**

This position will serve children 0-12 years of age. Approx. 60% focus on Children's ministries. 40% on Family ministries. Currently, we have 15 children in our program.

**CURRENT RESPONSIBILITIES:** As part of the general purpose of the DCFM position, responsibilities would likely include, but are not limited to, the following activities. Changes in programming strategy may add or alter these activities to best support a vibrant DCFM ministry, as approved by SPRC and the Senior Pastor.

1. Being a mentor, friend, advocate, counselor, and role model to both the children and their parents. We have programs to help parents grow as well as the children.
2. Coordinate Sunday School curriculum and programs
3. Kids Worship time during Sunday worship service
4. Weekday evening program coordinator
5. VBS coordinator, planner enabling the program to happen.
6. Christmas Party coordinator
7. Outreach events
8. Coordinate weekly program with Pastor when Noah's Ark Learning Center is in session
9. Every other week, meet with Pastor for an overview of schedule and counseling
10. Recruit, develop, and sustain children and family ministry volunteers and volunteer leadership
11. Trunk or Treat program coordinator
12. Coordinates and implements documentation and enforces the personal protection program with the Office Administrator

This position will be provided 2 volunteer coordinators from the church, appointed by Nominations Committee.

**QUALIFICATIONS AND APTITUDES:**

1. Must embrace Christian discipline and United Methodist doctrine and theology.
2. Prefer to have the director be a member of FUMC.
3. A bachelor's degree in a related field is preferred. Professional Certification in Children's Ministry in the United Methodist Church, as well as 2 years' experience, is preferred.
4. Must have a vision and a demonstrated ability to plan, develop, coordinate, manage, and implement children and family ministries within the parameters of the United Methodist Church.
5. Must have excellent written and verbal communication, conflict management, and computer skills.
6. Must possess a proven ability to work effectively with children, families, diverse individuals, and teams of volunteers.