

CHILDREN'S MINISTRY DIRECTOR JOB DESCRIPTION

Sidney First United Methodist Church
230 E. Poplar St.
Sidney, OH 45365

POSITION DESCRIPTION: Children's Ministry Director

Date Prepared: May 8, 2019

Date Approved by SPRC: _____

STATUS: Part Time

HOURS: 25 hours

SALARY: The Director will be paid a salary based on education, experience, and leadership. \$26,000

BENEFITS: None

General Purpose of Position

The Director of Children's Ministries will focus on making disciples; assuring children are introduced to the love, forgiveness, and life giving grace found in Christ Jesus. The Director will lead programming that nurtures and grows children's personal faith in Jesus.

Organizational Relationship and Supervision

The Children's Ministry Director reports directly to the Senior Pastor for spiritual and ministry guidance. The Senior Pastor in cooperation with the Staff Parish Relations Committee, provides an annual evaluation of the Children's Ministry Director's performance.

He/She will work as part of the staff to strategically fulfill the mission and vision of Sidney First United Methodist Church.

He/She will work closely with other leaders in the congregation and create a ministry team to support the church's ministry. The Children's Ministry Director will be responsible for all supervision of this team.

The Primary Task

The Director will vision, plan, and advocate for children, particularly in the areas of discipleship; developing a program that nurtures and grows their personal relationship with Jesus into a lifelong journey following and serving. Will recruit, equip and empower volunteers of Sidney First UMC to serve Christ through children's ministry.

Responsibilities

1. Maintain a healthy and growing personal spiritual life and lead others to do the same.
2. Provide pastoral care to children and their families: Praying, visiting, coaching, discipling
3. Maintain consistent and regular communication with parents as well as provide the tools they need for spiritual leadership for their families

CHILDREN'S MINISTRY DIRECTOR JOB DESCRIPTION (cont.)

Responsibilities (cont.)

4. Be attentive to the hopes, concerns and needs of children in our community to determine how our congregation might serve them and their families and how they might serve one another as Christian disciples and good neighbors
5. Advocate for the safety of children in all aspects of the ministry of the congregation.
6. Raise awareness in the congregation to children's needs and the need for ministries for children in the community and the world.

Safe Sanctuary

7. Assure safe sanctuary policies and procedures are in place to keep all children and the adults who work with them are safe; including such things as: background checks, having at least two adults per group, cardiopulmonary resuscitation, and first-aid training
8. Monitor the physical environment of the children's area for safety

Team

9. Create a system for recruiting, training, and empowering volunteer leaders
10. Lead a Team that develops, implements and maintains an ongoing ministry for children
11. Recruit, train, screen, supervise and support volunteers in all aspects of children's ministry; including planning agendas and presiding at children's ministry meetings
12. Provide opportunities for volunteer development

Planning

13. Work with volunteers throughout the year to develop children's programming
14. Create and maintain a children's ministry calendar of all events and activities
15. Continue to increase knowledge of curriculum and other resources available for children in order to help teachers and group leaders select appropriate resources for study and growth
16. Evaluate age appropriate program materials, equipment, supplies, and space for children's ministry

Administrative

17. Maintain updated information of all children in ministry (and visitors) including but not limited to allergies, contact information, and special needs
18. Maintain and record attendance/including managing the Kiosk check-in system

Programming

19. Provide Sunday morning children's programming during services, between services, and any special services (Holiday, Lenten, Advent or New).
20. Manage Wednesday evening children's programming (pre-school, K-4, 5-6):
 - Children's Choir (Kidz First Choir)
 - Pre-school (Cool Kids)
 - Kindergarten-4th Grade (Cool Kids)
 - 5th & 6th Grade (Waveriders)
21. Manage a yearly Vacation Bible School event
22. Manage the Children's Easter Service off site including the Egg Hunt
23. Coordinate church events for children and families
24. Direct a Children's Christmas musical
25. Provide Breakfast Club at local schools
26. Participate in community events, i.e., "Free to be a Kid Day"

CHILDREN'S MINISTRY DIRECTOR JOB DESCRIPTION (cont.)

Responsibilities (cont.)

Staff

27. Connect children's ministry to the overall mission, vision, and goals of our congregation
28. Work with others, especially church staff and leaders, to plan and carry out ministry with children in a varied and wide-ranging programs that include worship, study, fellowship, and service opportunities
29. Develop and manage the children's ministry budget
30. Participate in staff events and meetings

Nursery

31. Nursery: Coordinate the recruiting, hiring, scheduling and evaluate the paid child care workers on Sundays and Wednesdays, work with the church calendar, events and class schedule to provide childcare for other events on an as-needed basis
32. Support the nursery coordinator in managing, supervising, and recruiting volunteers to work with the paid staff in nursery.

Qualifications and Aptitudes

1. Must embrace Jesus as Lord and Savior and observe Christian discipline in life style. Must be faithful to United Methodist doctrine and theology
2. Display a genuine interest in responding to the hopes of children and families in the community
3. Must demonstrate evidence of passion for children's ministry
4. Must possess the spiritual gifts required to be effective
5. Demonstrate effective ministry leadership
6. Possess keen listening skills and effectively communicate with people of all ages
7. Be skilled in planning and implementing ministry
8. Delegate responsibility, work well with others, and ensure completion of tasks.
9. Training in Christian Education, Early Childhood Education, or Child Development is preferred for this position
10. Possess an understanding of child development and evidence of active and growing discipleship
11. It is expected the Director is willing to attend conferences and workshops to grow in skills and expertise of children's ministries