

## **Director of Children's Ministry**

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| Reports to:   | Associate Pastor                        |
| Status:       | Full Time                               |
| Compensation: | \$20–\$23 per hour, based on experience |
| FLSA:         | Non-Exempt                              |

### **Position Summary:**

The Director of Children's & Family Ministries is responsible for developing and leading all children's and family programming at Christ United Methodist Church. This includes Christian education for children from nursery through 5th grade, family events and outreach, and childcare during church functions.

This role is rooted in the church's mission: to inspire children to grow spiritually by building a relationship with Jesus Christ. The Director will ensure programs are Christ-centered, welcoming, developmentally appropriate, and engaging for both children and their families.

### **Essential Functions:**

#### **Planning and Vision**

- Develop and implement a comprehensive, age-appropriate, spiritual growth plan for children from nursery through 5th grade.
- Regularly evaluate and adapt Sunday School, nursery care, and Jesus And Me (JAM) programming to meet developmental and spiritual needs.
- Maintain a consistent vision and structure for children's ministry while remaining responsive to feedback and change.

#### **Program Management**

- Plan & Lead engaging, Christ-focused programs such as Sunday School, JAM, and seasonal or intergenerational events.
- Plan creative, faith-building experiences (e.g., Movie Days, VBS, holiday events) to strengthen family connections.
- Differentiate goals and resources for Sunday School and JAM to meet diverse learning styles and settings
- Ensure safe, structured, and nurturing environments for nursery and Sunday School programs.

#### **Worship Participation**

- Deliver a short, engaging children's sermon during the 10:00 AM worship service each Sunday.
- When unavailable work to find replacement to ensure there is always a message at the 10:00 AM worship service.

### **Nursery Oversight**

- Hire, train, and supervise nursery staff in accordance with church policies.
- Maintain a safe, developmentally appropriate, and loving environment for infants and toddlers.
- Manage nursery supplies and coordinate volunteer support, including proper scheduling.

### **Volunteer Recruitment and Training**

- Recruit, train, and mentor a dedicated team of volunteers, including teachers, assistants, and nursery helpers.
- Provide weekly lesson plans, crafts, and materials in advance to ensure a smooth teaching experience.
- Foster an encouraging, collaborative environment for volunteers.

### **Family Communication and Connection**

- Build strong relationships with parents and caregivers through ongoing communication and connection.
- Use email, social media, and printed materials to keep families informed, engaged, and connected.
- Be a visible, welcoming presence on Sundays and during church activities.

### **Additional Responsibilities:**

- Attend church-wide events and committee meetings as requested.
- Ensure all children's and youth ministry volunteers complete and maintain Safe Sanctuaries training.
- Ensure volunteers receive annual CPR and AED certification.
- Perform other duties as assigned.

### **Minimum Qualifications:**

- High school diploma or equivalent; degree or coursework in Christian Education preferred.
- Pass background check.
- Proficiency (or willingness to learn) in relevant software and communication tools.
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Energetic, relational, and enthusiastic about working with children and families.

### **Physical Requirements:**

- Ability to navigate stairs and move throughout the church campus.
- Adequate vision and hearing for in-person communication.

### **Core Competencies:**

- **Mission Ownership:** Adequate vision and hearing for in-person communication. (Mission Statement, Vision, and Core Values provided on the church website.)

- **Teamwork:** Works collaboratively with staff and volunteers in a spirit of unity and mutual support. Maintains confidentiality, listens actively, accepts feedback, and communicates with grace and accountability.
- **Conflict Management:** Approaches conflict constructively and calmly; listens well, seeks resolution, and promotes cooperation.
- **Leadership & Management:** Creates a motivating environment; delegates appropriately; manages time and resources effectively; adapts leadership style as needed. Has the ability to be a good steward with tools, supplies, and budgeting that aligns with the Church's resources.
- **Spiritual Maturity:** Models humility, teachability, and servant leadership in all relationships and responsibilities.
- **Biblical Knowledge:** Guides children in exploring Scripture and creates opportunities for age-appropriate biblical learning.