UNIVERSITY UNITED METHODIST CHURCH

OPEN Hearts. OUTWARD Faith.

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Director of Children Ministries Job Description

Supervisor: Senior Minister
Full-Time Position: Up to 20 Hours/week with primary responsibilities on Sundays.
Salary: Commensurate with experience

Qualifications:

- **Required:**
  - Mature Christian Adult with a heart and passion for Christ, the UMC and Children's Ministries.
  - Strong interpersonal skills, including the ability to collaborate with volunteers in organizing and executing children ministries and activities.
  - Proficiency in technology and social media for ministry purposes
- **Preferred:**
  - Familiarity with United Methodist Church theology and structure.
  - Strong organizational and communication skills.
  - Self-motivated and dynamic.

Responsibilities:

1. **Program Development:**
   - **Sunday School Oversight**
     i. Manage Sunday School for students in grades Pre-K - 5.
   - **Faith Friends Oversight**
     i. Coordinate and lead weekly special programming for children in grades 3-5.
     ii. The emphasis of this program is to be a bridge between children's ministry and youth ministry by preparing them for Youth Group involvement.
2. **Volunteer Coordination:**
   - Work with the volunteer Children's Ministry Team to plan, organize and carry out all children's ministry programs and events.
   - Recruit and support volunteers across all weekly programming (such as Sunday School and Faith friends) and special events by providing resources materials, and training as needed
3. **Worship Participation**
   - Regularly attend worship to greet and minister to the families of UUMC and visiting families and share the invitation to join in children's ministry activities at UUMC.
   - Coordinate a calendar for the Children's Moment in the Sunday worship services that includes yourself, the clergy of UUMC, and any other staff or volunteers.
   - Coordinate and train a team of Acolytes to engage children in worship leadership

    - Provide resources (such as worship bags and children's bulletins) to promote child engagement during worship.
    - Plan a yearly Children's Sunday where children provide extensive worship leadership
4. **Continuing Education:**
    - Attend a yearly children's ministries continuing education event at the expense of the church.
    - Research other successful children's ministries for ideas to improve UUMC children's ministries and implement new programming.
5. **Event Publicity:**
    - Coordinate with the Director of Communications to publicize events and encourage involvement of members and visitors in children ministries.
6. **Collaborative Planning:**
    - Work closely with staff on scheduling and event planning to prevent conflicts.
    - Work closely with the Director of Youth Ministries and the Director of Welcome and Engagement to ensure the success of community engagement events such as:
        i. Vacation Bible School (VBS)
        ii. Easter Egg Hunt
        iii. Fall Festival
7. **Meeting Participation:**
    - Participate in weekly Staff, Ministry Team, and Church Council meetings.
8. **Safe Sanctuary Policies:**
    - Coordinate with the Director of Youth Ministries to ensure adherence to Safe Sanctuary policies by all volunteers and staff, and oversee volunteer training on these policies.
9. **Budget Management:**
    - Develop and manage the youth budget annually and ensure compliance with financial policies, including expense reporting.
10. **Engagement and Outreach:**
    - Use the church's online directory to maintain updated information on students and their families, with the help of the administrative assistant.
    - Regularly meet with children and parents to encourage participation in church ministries.
    - Coordinate a calendar for Preschool Chapel leaders for the school year that includes yourself, the pastors of UUMC and any other staff or volunteers you recruit.

Undertake additional responsibilities as agreed upon with the supervisor and SPRC.