

ST. PAUL'S UNITED METHODIST CHURCH
POSITION DESCRIPTION FOR PART-TIME
DIRECTOR OF CHILDREN'S MINISTRIES

Position Summary: To develop an enriching program of Christian education for children infant through 8th grade

Qualifications:

1. Bachelor's degree in Christian Education or related field or equivalent experience is preferred.
2. Must be an active professing Christian.
3. Must have work experience and knowledge of the development stages of children and youth (physical, educational and spiritual).
4. Have a positive and enthusiastic attitude within the congregation which will enable growth to occur and to be sensitive to the spiritual needs of ALL children and youth.
5. Must have the ability to work in a multiple staff situation and be able to work the all ages in terms of planning, coordination, and interpretation of programs.
6. Demonstrate a knowledge of Christian Education and ability to empower youth and adult workers in the Christian community.
7. Demonstrate proficiency in leadership organizational skills; consultative skills; writing and resource development skills, including publicity; and communication skills (both written and oral).
8. Meet all legal requirements related to working with children.
9. Computer skills; must have working knowledge of key programs, i.e., Word, Excel, Publisher, etc.
10. Must have the ability to listen well to children, youth, and adults; and to utilize professional resources when necessary.

Expectations:

1. To develop an enriching program of Christian education for children ages 2 **through 8th grade.**
2. To participate as a member of the Program Staff.
3. To be an ex-officio member of the Covenant Council, Education Ministries, and other groups as deemed appropriate by Staff Parish Relations.
4. To serve as a member of the Children's Ministries Team.

Areas of Responsibility

1. Children's Christian education (Sunday School and Vacation Bible School)
2. Nursery
3. Resource Room
4. Church Wide Events
5. Children's Choir

Key Tasks

1. Children's Christian education (Sunday School and Vacation Bible School)
 - * To recruit, train, provide direction and support to teachers and volunteers and empower these workers in carrying out the functions of children's ministries.
 - * Purchase and/or develop curriculum
 - * Develop, plan, and organize all aspects of Sunday morning children activities
 - * Develop, plan, and organize all aspects of Vacation Bible School
 - * Develop and deliver weekly Children's Sermon during 9:30am worship service
 - * Lead monthly chapel for preschool
 - * Develop weekday ministries for children and families
 - * To aid in the development of a proposed annual budget for children's ministries.

- * To develop and implement short and long range planning of goals, vision, curriculum, and programs in consultation with the Pastoral Staff.
- * Maintain accurate records of youth and educational participation
- * To ensure publication of educational and children's ministry events.
- * To seek out and participate in continuing education opportunities to sharpen skills in children's ministries and staff development activities.
- * To actively participate in conference and district level programs both mission and education.
- * Regular communication with teachers, parents and volunteers, i.e., weekly e-mails, focus groups, surveys, etc.
- * Maintain accurate Sunday School records and keep Pastors informed of attendance on a weekly basis.
 - * Collect weekly attendance; provide reports on attendance fluctuations over time; and maintain accurate up-to-date class rosters.
 - * Provide a list of third graders to receive Bibles for Christian Education Sunday.
 - * Keep other Sunday School records as needed.
 - * Work with Education Committee to conduct Sunday School registration as this information will need to be collected on the computer.
- * Carry out supervisory responsibilities for all Sunday School teachers (including recruitment and training of teachers and substitutes). This also includes the Nursery staff.
- * Offer ideas and suggestions to the Education Committee re: growth of education program.
- * Publicize Christian Education Sunday School activity through letters to parents, epistle, bulletins, and website.
 - * Develop, plan, and organize all aspects of Sunday School kick off and children's Christmas pageant
- * Train, coordinate, and assist Acolytes on Sundays at 9:30am
- * Acknowledge new births and baptisms in the bulletin and in service

2. Nursery

- * Provide oversight for the nursery, including hiring, scheduling, and training staff and volunteers and maintain room and supplies.
- * Create schedule for the nursery staff coverage on Sunday mornings and for special meetings and events
- * Hire new nursery staff as needed
- * Conduct background checks
- * Purchase nursery supplies as needed
- * Maintain cleanliness and safety of nursery rooms

3. Resource Room

- * Maintain resource room, including supplies and materials.
 - * Manage curriculum materials
 - Determine materials and quantities needed, with input from the teachers
 - Order materials
 - Check order upon arrival
 - Collect and file unused materials on a weekly basis.
 - * Order and organize resources and supplies in the Resource Room
 - * Monitor and purchase needed supplies
 - * Check cabinets for basic supplies
 - * Fill supply requests from teachers
 - * Keep cabinets in usable order.
 - * Work with the Education Committee to improve the efficiency of the resource room and Sunday morning operating procedures.

- * Order other materials as needed or deemed appropriate by the Education Committee (i.e., Bibles, attendance pins, other curriculum as needed).
- * Provide information on the resources available and assist teachers as needed in preparing rooms for Sunday School.
- * Organize work groups as needed to clean out closet to avoid clutter and outdated materials gathering there; and to communicate to others within congregation as to its contents.

4. Church wide events

- * Assist in organizing children's activities for all church-wide events, including the Palm Sunday Procession, Easter Egg Hunt, Independence Block Party, Silent Auction, Halloween Daze, Hanging of the Greens, Christmas Nativity program, and special Advent activities.
- * Organize and oversee children's Easter egg hunt
- * Organize and oversee Christmas Nativity program or pageant
- * Order palm branches and organize Palm Sunday procession of children, including music
- * Plan the Hanging of the Greens service and coordinate the children's involvement

5. Children's Choir

- * Find a volunteer to serve as Children's Choir Director
- * Oversee the activities, rehearsals, performances, and marketing of the choir.

Accountability:

Director will report to the Director of Family Ministries.

Director will be an equal member of the Program Staff.

Director will work under the terms and conditions set forth by Staff Parish Relations.

Evaluation:

There will be a six-month probationary period during which the Senior Pastor and the Director of Family Ministries will evaluate the performance of the Director. At the end of this six-month period the Senior Pastor and the Director of Leadership Development will recommend to the Staff Parish Relations Committee that the Director be retained or that action be taken as deemed appropriate.

Salary and Benefits:

This is a part-time 20 hr/week position. Hours are flexible, but require Sunday mornings 8am-12pm and occasionally some evenings and weekend hours. Salary ranges from \$10,000-\$13,000 based on experience and qualifications. Exact salary to be determined and set by the Staff Parish Relations Committee.

Revised

January 2018

No deletions