

Director(s) of Children & Family Ministry Job Description

Position Summary

The Director(s) of Children & Family Ministry works with the staff and laity to direct the ministry, outreach, mission and fellowship opportunities for children (infant through 4th grade) and their families. This may be a shared part-time (20 hours/week) or full-time position (40 hours/week) position.

Qualifications

- Degree or coursework in Christian education (preferred), seminary, education, or social work
- A love of young children and their families
- Experience working in a church setting or with children's ministry
- Background in or familiarity with United Methodist practices
- Proficient skills with Microsoft Office, general internet use, and social media

Administrative Responsibilities

- Work with the Senior Pastor and Youth Minister to develop and implement a unified educational program of Christian study, nurture, and fellowship for all ages
- Select/design Sunday School curricular materials and train teachers in using curriculum
- Keep current with UM curricular options and other resources
- Communicate regularly and publicize Sunday School programs, mission projects and family events to the church and wider community
- Attend regularly scheduled meetings with Children & Family Ministry Committee (C&FM Committee), Church Council, Early Childhood Education Board (Preschool & PDO) and staff
- Prepare and manage Children & Family Ministry budget
- Ensure compliance with Safe Sanctuary guidelines
- Work with C&FM Committee to design, coordinate, and implement Vacation Bible School
- Plan and implement a program of summer and other seasonal activities for children and families, including Club 34

Leadership Responsibilities

- Visit and participate in Sunday School classes
- Work with C&FM Committee to recruit and train Sunday School teachers
- Coordinate laity serving as Sunday School Superintendent(s)
- Prepare and deliver children's messages in Sunday worship
- Design child-friendly worship experiences on a seasonal basis and participate in special services/programs
- Work with Senior Pastor and Youth Minister to enhance "Thank God it's Wednesday" (TGiW) program as a family focused worship opportunity
- Work with Senior Pastor and Youth Minister to develop quarterly intergenerational fellowship, worship and service opportunities
- Work with Music Ministry to support the children's choir program
- Assist with Confirmation classes
- Prepare & lead small group studies with parents/guardians
- Nurture relationships with children and families, & communicate care needs as appropriate to staff
- Maintain an active membership in Christian Educator's Fellowship
- Create and implement a plan for personal and professional growth, including annual continuing education