

# Trinity United Methodist Church

**Position Description:** Director of Children's Ministry  
**FT/PT:** Part Time (15-20 hrs/week)

## Introduction to Trinity:

Located in McLean, Virginia, Trinity United Methodist Church ("*Trinity*") is a welcoming and vibrant community with a mission to make disciples of Jesus Christ for the transformation of the world. Please see <https://umtrinity.org/> to learn more about Trinity.

## Position Overview:

The Director of Children's Ministry will report to the Senior Pastor for spiritual and ministry guidance and is responsible for providing direction and organizing our children's ministry program. The Director of Children's Ministry will be responsible and subject to United Methodist polity and doctrine.

Specific responsibilities include developing, designing, executing and overseeing weekly Sunday School programming throughout the school year, special annual events, and Trinity's annual Vacation Bible School offering in August. The Director will work closely with our Pastors, staff, and lay leaders involved in children's ministry at Trinity.

## Desired Talents/Gifts and Qualifications:

The candidate must possess at minimum, both a basic understanding of Christian theology / doctrine and of United Methodist Church (UMC) beliefs and practices. Additionally, the candidate needs to have the following:

- Experience with and strong personal affinity for Christian education;
- Interest in supporting the spiritual development of young children;
- 2+ years experience leading and teaching children's education / programming;
- Strong communication as well as organizational and project management skills;
- Natural inclination and affinity towards working with and relating to children;
- Demonstrated leadership skills and ability to work well with numerous stakeholders; and
- Interest in taking initiative and innovating.

## Core Responsibilities:

- Plan, coordinate, execute and oversee Christian education programs for children (grades K-6), including: (i) curriculum design and development; (ii) recruitment and training of teachers and volunteers; (iii) delegation of teacher assignments.
- Organize, implement and oversee annual seasonal special children's ministry events, in coordination with parent volunteers.
- Plan, organize, coordinate and implement annual Vacation Bible School programming along with volunteer parent leaders.
- Prepare and deliver "children's messages" during Sunday worship services.
- Prepare and send periodic newsletters to parents.

- Coordinate with Trinity's Trustees on "Safe Sanctuary" policies for all classroom education and occasional activities and events.
- Provide creative and visionary leadership in developing and implementing successful techniques to develop and grow Trinity's children and family programs and increase overall participation.

**Interested? How to apply:**

To apply, please submit your resume and short cover letter to [info@umtrinity.org](mailto:info@umtrinity.org). We are seeking to fill this role prior to June 2021.

**We look forward to hearing from you!**

**In Christ, Trinity Church**