



Children's Ministry Director

Reports to Operation's Manager

Status: Part time, 30 hours

Job Summary:

The Children's Director (CD) will coordinate, facilitate and supervise the children's ministry at Bee Creek UMC. The CD will also serve in a supervisory role to the nursery staff. The candidate must be detail oriented and possess strong administrative and relational skills.

Essential Functions:

- Lead children's ministry.
 - Recruit volunteers for Sunday School and Bee Kids (Wednesday after school program)
 - Be on-site to coordinate Sunday morning classes for 2 worship hours
 - Purchase, organize and prepare supplies for Sunday morning children classes.
 - In line with our belief that *children matter*, plan activities and worship experiences that integrate children into the life of the church.
 - Organize the scope, sequence and selection of curriculum for all children's programming.
 - Provide pastoral care to children's ministry students and families as needed.
 - Vision ways the gym can be a blessing to the children in the church and the community.
 - Help with special ministry events such as I Love My Church Sunday, Fall Festival, Palm Sunday and youth/children events.
 - Lead Bee Kids ministry during the school year on Wednesdays at 4:00-5:30 pm including curriculum, supplies and projects.
- Relationship Building
 - Be present at children ministry events with an intentional and prayerful focus on developing relationships with the youth, children and their families.
 - Cultivate relationships within the community in a missional way.
- Administration
 - Oversee volunteer scheduling for all children's events
 - Equip and supervise Nursery Staff.
 - Plan, submit and oversee an annual budget.

- Ensure administration of processes for new volunteers, such as background checks, certifications and consent forms.
- Record children's attendance at all events for church database
- Work with Youth Director and Preschool to maintain organization in shared areas

Other Qualifications

- Deep and vibrant faith and a lifestyle consistent with Christ's teaching.
- Experience in Children ministries
- CPR Certification and First Aid are required to be kept current and paid for by the church.
- Proficient in computer skills, including word processing, spreadsheets, and social media skills.

Core competencies

- **Spiritual Maturity:** intentional about growing in faith with a thirst for a deeper relationship with Christ and others. Committed to being in prayer for our church/pastors/staff/congregation and BCUMC families and parents.
- **Teamwork and Team Building:** works well as part of a staff team, guides volunteers in leading and inspires participation. Delegates, empowers and holds individuals accountable.
- **Relational:** a deep love for others, with a special heart for children. Able to develop relationships with children and parents.
- **Organization:** excellent organizational skills, multi-tasking ability, schedules and plans for the benefit of ministry.

Please email all resumes and references to the Operations Manager, Linnea Falk linnea@beecreekumc.org.