

St. John's United Methodist Church

Job Description: Children's Ministry Director (Part-Time)

Position Title:

Children's Ministry Director

Employment Status:

Part-Time

Reports To:

Senior Pastor

Position Summary

The Children's Director leads and develops ministries for children (pre-K - 5th grade), creating a safe, engaging, and faith-centered environment.

Primary Responsibilities

Program Leadership

- Plan and oversee Sunday School, Children's Church, and special programs
- Select and implement curriculum for all children's Sunday School classes
- Organize and oversee Vacation Bible School (VBS)

Volunteer Coordination

- Recruit, train, and schedule volunteers
- Ensure Safe Sanctuary compliance

Family Engagement

- Communicate regularly with parents via email and/or newsletter
 - Promote and work with other staff to integrate the children's ministry into the broader church congregation and community
 - Support spiritual and social growth of children and families through organizing special and seasonal events/programs
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Work Schedule

- Sundays required
 - Weekday planning hours
 - Seasonal events (VBS, special events/programs)
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Qualifications

- Strong personal faith and spiritual maturity
 - Familiar with United Methodist Church doctrine
 - Experience working with children
 - Understands child development and age appropriate teaching methods
 - Strong organizational and leadership skills
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Expectations

- Foster a nurturing, Christ-centered environment
 - Monthly outline of weekly lesson plans
 - Ensure all volunteer positions are filled each Sunday
 - Other duties as assigned by supervisor
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