

FIRST UNITED METHODIST CHURCH OF BLUE SPRINGS
Director of Children's Ministries Job Description

The principal function of the Director of Children's Ministries is to oversee the children's educational ministries of the church. This position is also expected to carry out other tasks that are assigned by pastors.

Regular Duties Include:

- Plan and implement educational ministries for the children.
- Supervise and provide leadership for the children's educational programs and ministries of the church. This includes Sunday school, nursery, and preschool and any special events and activities pertaining to these programs.
- Represent children and bring their needs and concerns to the attention of the Leadership Council via monthly written report and occasional attendance.
- Work with Senior Pastor to determine short-term and long-term goals for the children's ministries.
- Recruit, train and support volunteer staff for the Children's Sunday school classes.
- Ensure that the church's education ministries run effectively.
- Prepare and administer the annual budget for the Children's Ministries of the church.
- Assess and recommend curriculum resources.
- Mentor and develop other potential leaders for various aspects of ministry.
- Understand and support full implementation Safe Sanctuary guidelines, in conjunction with the Membership Secretary who will oversee the logistical details. These guidelines include criminal background checks for staff and volunteers, implementing training on child protection, health issues, and other procedures to ensure the safety and security of all who participate in the church's ministries.
- Remain current and implement as appropriate trends in teaching methods, materials, promotional ideas, administrative methods, and other ministry techniques.
- Assist with planning and conducting special projects and activities for children such as Church Camps, Christmas Eve children's service, Vacation Bible School and other assigned church events.
- Attend weekly staff meetings and other church organizational meetings as needed.
- Oversee the Church Library housed in room 103.

- Must track hours worked in case there is a need to compensate for overtime.

Occasional Duties:

- Assist and support Pastoral Staff and other Program Staff.

Supervision Responsibilities:

The Director of Children's Ministries will provide supervision for the following positions:

- Childcare Coordinator
- Sunday school Teaching Staff

Qualifications, Skills and Gifts:

The Director of Children's Ministries should possess the following skills:

- Supportive of other church staff and volunteers
- Committed to the vision, values and beliefs of the church
- Self-starting—able to work independently
- Team-oriented
- Organized
- Excellent communication skills
- Able to work with a wide variety of “constituents”: staff, volunteer workers, parents, and children
- Complies with a background check
- Bachelor degree and some experience in Christian education
- Have a burning desire to share the life of Jesus with children and see them grow in Christian faith
- Have strong interpersonal skills in working with children and parents
- Must possess strong leadership skills
- Have met the Safe Sanctuary Certification

Lines of Accountability:

The Director of Children's Ministries will report to the Senior Pastor for the purpose of work evaluation and review. This position is finally accountable to the Leadership Council of First United Methodist Church and has direct access to that committee when desired. A written copy of employee policies, guidelines, benefits, and holidays is on file in the Church office.

Hours and Compensation:

This is a part-time position of 15-20 hours with an annual salary of \$15,000.

Approved February 2019