

Job Description
Children's Pastor/Director (Department Head)
First United Methodist Church-Tulsa
1115 S. Boulder Ave.
Tulsa, OK 74119

Job Title: FIRST Kids Pastor/Director

Accountability: Reports to Executive Pastor of Outreach and Discipleship

Job Status: Full-time

Job Description Summary:

The FIRST Kids Pastor/Director will lead the children's ministry as it loves, develops, and equips children and their families with a strong biblical foundation so they become confident Christ-followers. The position will allow for the development and implementation of all aspects of FIRST Kids programming, which serves children from birth to fifth grade at First United Methodist Church-Tulsa. This position assumes direct oversight of Pre-Kindergarten - 3rd grade programming, and oversight of staff who implement programming for nursery and older elementary (4th and 5th grade).

The FIRST Kids Pastor/Director has three primary areas of responsibility:

1. PROVIDE LEADERSHIP
2. EQUIP LEADERS AND VOLUNTEERS
3. DEVELOP RELATIONSHIPS

PROVIDE LEADERSHIP

The FIRST Kids Pastor/Director will oversee all children's ministry programming and supervise the children's ministry staff and volunteers.

To achieve these results, the FIRST Kids Pastor/Director will oversee the following tasks:

1. Provide leadership and oversight of children's ministry programming, including weekly programming and special events and programs, assuming direct responsibility for events and programming for Pre-Kindergarten through 3rd graders.
2. Consistently lead a weekly children's ministry staff meeting for the purpose of communication, collaboration, encouragement, and problem solving.
3. Conduct individual supervision for children's ministry staff to encourage professional leadership development by providing encouragement, resources, and accountability.
4. Develop and monitor the annual children's ministry budget and programming schedule.
5. Participate in additional cross-departmental initiatives, staff meetings, and all other general staff responsibilities.

EQUIP FAMILIES, LEADERS, AND VOLUNTEERS

The FIRST Kids Pastor/Director will recruit and equip children's ministry leaders and volunteers.

To achieve these results, the FIRST Kids Pastor/Director will complete the following tasks:

1. Coordinate with the children's ministry staff to establish and implement a strategic plan for recruiting, training, and maintaining children's ministry leaders/volunteers.
2. Ensure that all weekly children's ministry volunteers and special event volunteers are recruited, trained and background checked before their volunteer role or special event begins.
3. Assume direct responsibility for recruiting, training, and scheduling volunteers for elementary Sunday school and elementary worship.
4. Collaborate with the children's ministry staff and church staff to establish a semi-annual volunteer training rhythm.
5. Develop and nurture spiritual leaders within children's ministry, putting them in roles in which they can use their giftings.

DEVELOP RELATIONSHIPS

The FIRST Kids Pastor/Director will cultivate intentional relationships in their ministry, encouraging children, parents, and grandparents into continued growth as a disciple of Christ.

To achieve these results, FIRST Kids Pastor/Director will complete the following tasks:

1. Establish relationships with children's ministry volunteers regularly to provide support, training, pastoral care, and encouragement.
2. Provide and maintain mechanisms that support and encourage parents and grandparents to become the primary faith developer for their children.
3. Coordinate with the children's ministry staff and children's ministry volunteers to connect with families who are in the community, not present, or seem to be disengaged from children's ministry.
4. Implement communication processes to stay informed about joys and concerns of children and their families.
5. Coordinate exceptional and personal follow up to all first-time visitors within 48 hours of a visit.

QUALIFICATIONS:

1. A strong Christian faith and commitment to making disciples of Jesus Christ.
2. Three years or more experience leading children's ministry in a ministry setting with over 30 children.
3. A Bachelor's degree in ministry, education, or a related field is preferred.
4. Possess the gifts and skills of teaching, leading, and discipleship.
5. Must exhibit excellent leadership, organizational, and interpersonal relational skills.
6. Must have strong knowledge and be able to articulate their experience with discipleship, child development, and family dynamics.
7. Must have a history of successfully recruiting, empowering, and nurturing volunteers.

APPLICATION SUBMISSION INSTRUCTIONS:

Interested candidates please complete the following application packet and email it to jeremyfulda@fumctulsa.org:

1. Cover Letter
2. Resume
3. Three References (Pastoral, Most Recent Supervisor, and Additional Previous Supervisor)