

POSITION DESCRIPTION
----------------------

**POSITION TITLE:**

**Director of Children's Ministries**

**BASIC FUNCTION:**

Plan, direct and administer the children's ministry for children 6 weeks through 5<sup>th</sup> grade. Ensure that the church's vision and values are taught to children, parents and volunteers participating or serving in this ministry area. Provide a balanced children's ministry program that includes spiritual formation, worship, outreach, missions, and service.

**SPECIFIC RESPONSIBILITIES:**

- Supervise Children's Ministry leaders: Director of Killearn Kids Preschool, Director of Killearn Kids Camps, Director of Nursery and Childcare, MOPS Coordinators, as well as Children's Ministries Associate Directors and Ministry Assistant.
- Develop, submit, and manage the Children's Ministries budget.
- Work with the Children's Council to identify specific needs, issues and concerns, and to assist in the development and implementation of policy to meet specific program needs.
- Research, review, select, order and distribute training materials for children's programs.
- Organize events to connect with the community, i.e., Springtime Killearn, Easter Jam, Vacation Bible School, Trunk or Treat, and/or Jingle Jam.
- Conduct hospital and home visitation of children as needed.
- Meet with parents, teachers, and volunteers to counsel, pray, and problem solve.
- Perform annual review of Killearn UMC's Child/Youth Protection Policy.
- Oversee procedures for background checks on volunteers and check-in policies for the safety of children.
- Recruit, train, and encourage volunteers and staff.
- Ensure maintenance and preparation of rooms and facilities.
- Maintain and report statistics, including staff and volunteer's attendance.

- Locate and insure the use of resources relevant to children's ministries for development and growth of staff and volunteers.
- Establish and maintain a communication system that keeps parents, volunteers, staff, and church members at large informed about activities and opportunities for service.
- Establish and maintain a system to recognize, affirm, and assess performance of volunteers and staff.
- Organize ongoing volunteer appreciation activities.
- Update all staff policies, documentation, and handbook for volunteers.
- Submit weekly bulletin announcements and maintain web updates.

**Immediate Supervisor:** Associate Pastor with Next Generation Ministries

**WORKING RELATIONSHIPS:**

Children's Council, Student and Adult Ministries, Church Staff, Parents, and Volunteers

**DESIRED KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS:**

- Be a fully devoted disciple of Jesus Christ.
- Maintain a personal and professional theology consistent with Scripture, Wesleyan theology, and the United Methodist Church.
- Effective verbal and written skills (particularly as directed to children's ministry responsibilities).
- Ability to use the Microsoft Office suite of computer programs.
- Ability to discuss routine behavioral and spiritual issues with children and parents.
- Ability to train and supervise staff, prioritize, and oversee ministry efforts.
- Ability to develop and operate within a budget.
- Ability to plan, organize, direct, and participate in ministry activities.
- Knowledge of growth and development theories pertaining to children
- Knowledge of available resources for use in children's ministry.
- Bachelor's Degree in education, child development or related field and two years of experience working with children's programs preferred. Two years of supervisory and/or managerial experience also preferred. Equivalent related experience may be considered in lieu of the required degree.

**Special Note:** Must have been fingerprinted, satisfactory background screening completed, and data reviewed before starting job.

This is a salaried position exempt from payment for overtime.

*Revised May 2022*