Job Description

Director of Children’s Ministry

**Zachary United Methodist Church**

(updated: 08/09/2023)

**Hours of Work:**  This is a Salaried, Part-time position. Expected average is +/- 15 hours per week. Office hours are to be established for communication and availability, but it is recognized that most hours of ministry will not be in office. Sunday is a work day, with responsibilities for teaching and/or facilitating the children’s classes on Sunday morning and implementing Sunday evening activities. Some weeks will involve more hours, such as preparing for a special event, fund-raising activities, or special weekend activities. While one work week may exceed normal expected hours, another may not. This is expected.

**Immediate Supervisor:** Director of Student Ministries

**Supervising Administrative Committee:** The Staff Parish Relations (SPR)

**Compensation:** $9,000 - $10,000/year (depending on experience)

**Work Areas Related To:** This position is required to coordinate with the following group(s): Parents, Children’s Ministry Team, the Church Council, Director of Student Ministries, other church Staff, and other committees necessary to coordinate scope of ministry.

**Annual Job Evaluation:** Conducted by the immediate supervisor, Senior Pastor and a member of the Staff Parish Relations Committee annually.

# Responsibilities and Duties: It is the responsibility of the Director of Children’s Ministry to plan, develop and implement a comprehensive ministry, which focuses on spiritual growth, developing Christian community, and the outreach and mission work of the Christian faith. The primary responsibility is for youth grades Kindergarten through 6th grade. This position will work with the Director of Student Ministries to support transition of “Tweens” (5th & 6th Grade) to the Youth program.

Work with the appropriate committees of the church, other staff members and volunteers.

* Research and develop new and age-appropriate children’s ministry initiatives for Sunday School and Children’s Church and provide training, assistance, and resources for volunteer leaders. (Weekday programs, special events, parent classes, etc.).
* Responsible for development and maintenance of library and resource/media materials for teachers and workers to enable them to perform their ministries effectively.
* Coordinate the maintenance of children’s worship supplies for Sunday mornings for both Traditional and Pathway Services.
* Responsible for communications related to the Children’s Ministry programs, including preparation of articles for church newsletter, provide information for Church web page and publicizing of annual and special events.
* All event scheduling must be coordinated through the Church Council and the Church Secretary to be placed on the Church calendar. Facilitate communication and coordination of building usage for children ministries as needed.
* Work with the Event Coordinator for large church events such as:
	+ Vacation Bible School
	+ Fall Hay Ride
	+ Easter Egg Hunt
	+ “Trunk or Treat”
* Develop, Coordinate and train youth and adult volunteers to rotate for Children’s message and activities for:
	+ Sunday Morning Traditional Service Children’s Moment.
	+ Sunday School teachers in the Children’s division
* Coordinate with Church Nursery Coordinator for smooth transition of nursery children into the Children’s program.
* Coordinate with the Director of Student Ministries for a smooth transition of Middle School children to the Youth program (Grades 7 to 12).
* Coordinate with the Director of Music Ministries and/or Pathway Worship Leader regarding any age-appropriate music.
* Attend Church Council meetings monthly or provide a surrogate to report on past and upcoming events.
* Adhere to respective portions of the employee Handbook and the Safe Sanctuary policy for protection of the church’s children and youth.

There may be other duties or actions required by this position that are not defined in this document.

**Required Skills**

* Must be an adult (18 or older, not currently attending high school).
* Must complete an Independent Criminal Background Check prior to starting work. Background checks will be redone every three years.
* Must Provide References (job and personal).
* Must have been an active participant of a Church for at least six months.
* Candidates should possess good communication / presentation skills and ability to communicate with both adults and children of various ages.
* Must have a knowledge and understanding of Christian beliefs and teachings.
* Strong ability to organize things, events and people.
* Demonstrated ability to recruit and train/coach volunteers.