

DIRECTOR OF CHILDREN'S MINISTRIES JOB DESCRIPTION

Position Summary

The focus of this job is the Christian education of young children and families at First United Methodist Church of Winter Garden via worship, education and other activities. The director will serve as a staff member within a growing congregation, working with a committed staff and lay leadership in order to nurture children's spiritual growth, from birth through 5th grade and their family, in the love and grace of Jesus Christ. This person will interact with parents and other caregivers, so it is essential that this person develop strong relationships with the families. As a member of the program staff, this person will work as a team, cooperatively with paid and unpaid staff.

Full Time, 30-35 hours per week

Duties and Responsibilities:

1. Plan and lead weekly children's ministry, for spiritual growth.
2. Plan special seasonal and monthly activities for children. Fellowship and fun activities at church and away from church.
3. Coordinate and oversee Vacation Bible School. Promote Methodist Summer camps for children.
4. Recruit, train and coordinate a team of people to invest in the lives of children in (CM) classes and events, worship services (Children's Moments) and FUMCWG programs.
5. Provide a warm, friendly and learning environment for children and families.
6. Uses appropriate child development knowledge to best meet the needs of FUMCWG's children in curriculum selection, child discipline, classroom grouping, etc...
7. Communicates the needs of the children's program to other staff and church leaders as appropriate, working cooperatively with the team.
8. Visits Sunday School classes for the purpose of teacher support in order to address any issues or emergencies that arise. Teaches classes as needed.
9. Coordinates and provides leadership in developing and implementing a young family outreach ministry focused on children activities.
10. Assists Pastor in visiting young church families involved in CM as requested; to consult with parents regarding an issue with their child; and to refer to certified counselors as appropriate.
11. Attends monthly Staff and Church Council meetings.
12. Participates in the Youth/Children Team annual budget estimating process.
13. Coordinates childcare for FUMCWG services and events.
14. Participates in the life and worship of the Congregation.
15. Screen children's workers and leaders before placing them in ministry. Train volunteers in the Florida United Methodist Child and Youth Protection Policy

16. Oversee the purchase, distribution and use of all classroom Children's Ministry equipment and supplies (curriculum, toys, art supplies, etc..)
17. Available to families and volunteers through regularly scheduled office hours.
18. Communicates with congregation and community on children's programming through multiple media outlets.
19. Meet with the Pastor and Youth Director to implement the vision and goals for the Christian education program.

Qualifications and Skills

1. A sincere call to children's ministry
2. Profess Jesus Christ and be an active member of FUMCWG.
3. Bachelor's degree in related field, or three years experience as a director.
4. Experience in children's ministry.
5. Outstanding verbal and written communication skills.
6. Ability to lead a collaborative team of unpaid lay people.
7. Work in unison as a team with the paid staff.
8. Energetic, to lead a team of people and engage children
9. Innovative
10. Computer skills in Microsoft Office and multiple social media platforms.

Reports To

The Director of Children's Ministry is directly accountable to, supervised and guided by the Pastor. He/she also relates to the Staff Parish Relations Committee according to the Book of Discipline of the United Methodist Church.

The first three months will be a probationary period with required weekly communication with the Pastor. Annual evaluation will be conducted by the Pastor and/ or the Staff Parish Relations Committee and salary increases will be discussed at that time.