

Director of Children's Ministries

Classification: Non-Exempt

Report to: Associate Pastor

Date Edited: 4-19-2023

The person in this position should be a committed Christian Disciple. Under the direct supervision of the Associate Pastor, this position provides programs and activities that meet the spiritual needs and help the children of Collierville UMC through the fifth grade grow in their discipleship of Jesus Christ. This person will work with a diverse group of members and visitors as well as internal contacts at all levels of the church. Independent judgement is required to plan, prioritize and organize diversified workloads.

Essential Functions

1. Build relationships with parents, caregivers, and children so as to instill trust and confidence in the care and spiritual development of the children and each family.
2. Provide overall discipleship plan, direction and administration for all the children's ministries of CUMC, including Sunday School, Kids Church, Little Kids Church, Wednesday nights, etc.
3. Work with a Children's Ministry Council to help with direction, programming, collaboration, volunteer recruitment, etc.
4. Plan and be responsible for all structured children's ministry activities, including but not limited to seasonal events such as Easter Egg Hunt, Fall Festival, Thanksgiving Feast, Christmas Celebration, VBS, etc.
5. Work with the Creative Director to promote upcoming events.
6. Collaborate with music ministry staff to ensure the success of SNAP (Sunday Night Arts & Praise)
7. Teaching the Christian faith as understood through the doctrinal standards of the United Methodist Church.
8. Work collaboratively with other ministry directors for the full benefit of the Church.
9. Be responsible for ongoing recruitment, training and evaluating of Children's ministry staff and volunteers.
10. Select and approve all curriculum used for Sunday school and other children's programming.
11. Maintains rosters of children and families for nursery through 5th Grade programs within the Children's Ministry of CUMC.
12. Update bulletin boards in children's Sunday School rooms.
13. Keeps the social media accounts current and the church website youth ministry page up to date with all immediate youth ministry information by communicating weekly with the Communications department.
14. Serves as Staff Ministry Partner, providing assistance and direction when required for designated ministry Task Teams, especially working directly with MOPS (Mothers of Preschoolers) and MOMs Next.
15. Be responsible for the compliance of the children's ministry with regard to safe sanctuaries training and execution.

- 16. Prepares budget requests and monitors expenditures of the children’s ministry budget and the nursery budget.
- 17. Serves and assists with occasional specialized ministry projects as assigned.
- 18. Other duties as assigned by the immediate supervisor or Senior Pastor.

Competencies

- 1. Personal Effectiveness/Credibility
- 2. Thoroughness
- 3. Communication Proficiency
- 4. Collaboration Skills
- 5. Flexibility
- 6. Organizational Leadership skills
- 7. Maintenance skills

Supervisory Responsibility

As a part-time position has no supervisory responsibility. As a full-time position, may have supervisory responsibility, as needed.

Work Environment

This position operates in a professional church office environment and age appropriate ministry environments. The range of work requires adaptability and may require routine use of standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type and Expected Hours of Work

This is a part-time (20 hour) position or may be combined with youth or nursery to become full-time depending on the gifts and skills of the applicants and needs of the church.

This position includes working during programming hours on Sundays and Wednesdays with weekend events and evening meetings, as needed.

Required Education and Experience

- 1. Bachelor Degree
- 2. 5 years of experience in a similar or related field.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES

This job description has been approved by the following necessary levels:

Direct Supervisor _____ Date _____

Staff Parish Relations _____ Date _____

Employee Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____