

NEW BEGINNINGS UNITED METHODIST CHURCH

Job Description: Director of Children's Ministry

Principle Focus

The Director of Children's Ministry is a member of the ministerial staff and is selected by the Staff Parish Relations Committee (SPRC) for an unspecified employment period. The position will minister to the spiritual needs of children ages 0-5th grade attending NBUMC and reach out to those in the community.

The Director of Children's Ministry will support the mission and objectives of NBUMC to grow a community of believers in Christ, in service to the world under the immediate direction of the Senior Pastor and the Staff Parish Relations Committee (SPRC).

This is a part-time, non-exempt, twenty (20) hour per week position including but not limited to Sunday morning and may include Sunday evenings and weekday/night events as appropriate.

Duties and Responsibilities

- Develop, implement, and coordinate a Sunday School program for children 0-5th grade that runs in conjunction with the Sunday School program on Sunday mornings.
- Develop, implement, and coordinate a "children's worship experience".
- Schedule, staff and oversee a nursery for infants and toddlers on Sunday mornings and during other churchwide activities.
- Develop, implement, and coordinate additional children's ministries, programs or activities including but not limited to "Children's Moments", Children's Music, weekday activities, summer events, seasonal children's discipleship programs, etc.
- Develop, implement, and coordinate an age appropriate "transitional ministry" for children in 5th grade in cooperation with the Director of Student Ministry and the Senior Pastor.
- Annually take part in a continuing education event focused on children's ministry that is approved by the Senior Pastor at the expense of NBUMC.
- Recruit, train, aid, and guide teachers, paid workers and volunteers for the nursery and Children's Ministry ensuring that all are Safe Sanctuary certified.
- Project budget needs for the Children's Ministry each year with input from Children's Council and the Finance Committee. Work diligently to keep expenses within the budgeted amount.
- Choose and implement the use of curriculum, program materials, equipment, supplies and building space for each age level in coordination with the Children's Council.
- Proactively identify and welcome children (including parents) who are new or repeat visitors at Sunday worship.
- Follow up with any children requests noted on the weekly attendance sheets. Maintain a strategy for reaching and assimilating new children and families.
- Schedule, oversee, and delegate roles for special events such as vacation bible school, Easter egg hunts, trunk-or-treat and Promotion Sunday.
- Make in home visits to children as needed; and identify and respond to family needs as necessary.
- Participate in weekly staff meetings, Children's Council, Church Council meetings, or additional meetings as requested by the Senior Pastor and/or SPRC.
- Provide a Children's Ministry report as requested.

- Communicate, collaborate, and liaise with Children's Council including updates and changes to all areas of the Children's Ministry.
- Maintain confidentiality with children, parents, church members and staff.
- Ensure the safety of the children in the Kidlink building by using child proof locks where necessary.
- Report any suspected child abuse or neglect to the Senior Pastor or proper authorities.
- Accept other duties as assigned by the Senior Pastor.
- Maintain department communication through social media and weekly electronic communication.

Skills, Education and Requirements

- Have a vital personal relationship with Jesus Christ, living and modeling a Godly lifestyle inside and outside the Church.
- Become and maintain CPR/First Aid certification and Safe Sanctuary certification.
- Prefer a bachelor's degree but will consider applicable experience as a substitute.
- Previous experience working with children in an educational and/or church-related environment is expected.
- Exhibit good character and the ability to work with members of the church community.
- Have the ability to design and implement a Christian children's program.
- Pass a background check.
- NBUMC reserves the right to conduct pre-employment and/or random alcohol and/or drug testing