



## Monticello United Methodist Church & LifeBridge UMC Job Description

### Director of Children's Ministry

Evaluated by: Senior Pastor

Status: Part time, hourly

Reports to: Senior Pastors of Monticello UMC & LifeBridge KC

Reporting to you: Volunteers

Compensation: To be paid twice a month

- Hourly rate commensurate with experience and qualifications.
- There are no retirement or health benefits.

#### Hours:

10 hours per week (except for special events like Easter Egg Hunt, VBS, Trunk or Treat, Breakfast with Santa, etc.). Hours include leading weekly programming for Sunday Schools, curriculum preparation and planning, recruiting, and training volunteers and other teachers for Sunday Schools, and monthly communication with parents on the church activities. Additional hours and pay might be required for special events when childcare is needed. This will be coordinated early because of schedules.

#### Job Description:

The Director of Children's Ministry is responsible for the development and implementation of the vision, strategy and tactical elements for all programs, activities and educational aspects related to Children's Ministry – ages up to fifth grade – at Monticello UMC (MUMC) and LifeBridge UMC (LBUMC). Curriculum is available. This person must possess strong interpersonal skills to effectively lead children and equip volunteers for children's ministry. Collaborate with the Youth Director on transitions from the Children's Ministry once a year.

#### Administrative:

- Meet regularly with the Pastors of both MUMC and LBUMC as requested.
- Work collaboratively with the Pastors.
- Attend church staff meetings or sends a monthly report for staff and council meetings, as applicable.
- Attend church council and other meetings when requested.

#### Skills and Qualifications:

- Character
  - Have a strong, personal relationship with and faith in Jesus Christ.
  - Have a desire to teach and guide children with patience and an accepting heart.
  - Strategically minded and able to think well into the future.
- Education
  - A minimum high school diploma. Additional education in a related field recommended.
  - Familiar with United Methodist theology (or willingness to learn).
- Skills
  - Proven ability to work effectively with children, diverse individuals and teams of volunteers.
  - Teaching experience either professionally or through a church setting
  - Ability to develop, equip and empower parents and volunteers to support children ministries.
  - Administratively skilled and able to build systems that empower others.

### Responsibilities:

- Coordinate weekly programming during the Sunday church services at 9 AM and 10:30 AM.
  - Planning and managing curriculum & activities for each week
  - Provide leadership for weekly programming, including Sunday School, Children's Message, and others as they occur.
  - Gathering craft and skit supplies for lessons.
  - Teaching for Children's Ministry
- Provide planning, training, and leadership for Special Events; including Breakfast with Santa, Easter Egg Hunt, Christmas Eve story time, and other Special Events as they occur, i.e. Mother's and Father's Day, Back to School Sunday.
- Nursery
  - Arrange for volunteers for childcare for special events.
  - Recruit and train volunteers for the Nursery for Sunday mornings.
- Develop strategic planning for family discipleship, as well as engaging with families with young children
- Other Responsibilities:
  - Communicate with children, parents and congregation in a timely manner using all available resources (email, flyers, Facebook, newsletters, and Twitter).
  - Take attendance for programming and events.
  - Ensure that the child protection policy of the UMC is in compliance for all ministry activities and events.
- Attend any required training or continuing education events that will help develop effectiveness as a children's director.
- Identifies, recruits, and trains, equips, and empowers gifted individuals, and encourages volunteers as they become involved in children's and youth ministry.
- Develop, maintain, and manage the budget for Children's Ministry programming.
- Oversees and assures maintenance and care of all equipment for his/her area of ministry, including Nursery.
- Evaluates and suggests equipment needs for his/her area of ministry.
- Perform other duties as necessary.

