

## First United Methodist Church Job Description

**Position Title:** Director of Children and Family Ministry

**Supervisor:** Senior Pastor

**Classification:** Full-Time Salaried – Year Round

The Director of Children and Family Ministry will be responsible for the overall vision and implementation of ministry, in partnership with families, for the faith development of children (birth through 5<sup>th</sup> grade), thus creating disciples who love and follow Jesus!

### **Qualifications/Skills/Experience:**

- A passion for Christ, chemistry with the team (staff and key children's ministry leaders) and competence in the skills needed for the position. As such, it is important for them to be fully engaged in the life of First Church as a member.
- Excellent relational and communication skills (relates well with children, parents, grandparents, volunteers, etc.)
- Ability to identify, recruit, train and support a team of ministry volunteers.
- A balance of creative/innovative thinking, while being sensitive to traditions in the church.
- Ability to manage day to day ministry tasks while keeping sight of the overall vision.
- Education related to children and/or family ministry and/or have applicable experience in this ministry area.
- Strong organizational and administrative skills.
- Self-motivated, dependable and grace-filled.

### **Responsibilities:**

- Build relationships by supporting, shepherding and prayerfully encouraging children and their parents in their Christian formation.
- Partner with and support parents by developing ministry tools and resources that equip them to engage their children in discipleship at home.
- Plan, implement and evaluate programs that align with our values to be lifelong learners, praying followers, passionate worshippers, dedicated missionaries, relationship builders and generous givers.
- Identify, recruit, train, and support ministry volunteers for all programs and activities related to children and family ministry.
- Oversee all tasks to ensure programs/special events run smoothly (ordering curriculum and supplies, etc.).
- Build strong connections with Little Friends Preschool, local schools and community groups as bridges/points of entry into the life of the church.
- Oversee the Safe Sanctuaries policies for the church, ensuring that all details and compliance are well-managed and documented.
- Oversee coordination of quality childcare for Sunday morning and other programs that support parent growth opportunities.
- Administer opportunities for experiential learning through special events (such as camps, mission/service outings, fellowships opportunities, etc.)
- Maintain a strategy for outreach to connect with new children and families, bringing them into the life of the church.
- As a part of the staff, model personal discipleship and spiritual self-care.
- As a part of the staff, complete administrative tasks such as participating in weekly staff meetings, preparing reports, reporting Vital Signs, communicating updates and perform other duties as requested by the Senior Pastor.
- Prepare and administer budgets and manage designated accounts according to church policies.