

# **NEW BEGINNINGS UNITED METHODIST CHURCH**

## **Job Description: Children's Ministry Director**

### **Principle Focus**

Under the immediate direction of the Senior Pastor and the Staff Parish Relations Committee (SPRC), the Children's Ministry Director will work accordingly with the Children's Council and Church Council to equip and assist NBUMC organizations and leaders in planning, conducting, and evaluation of a comprehensive Children's Ministry program. The Children's Ministry Director will support the missions and objectives of the church to grow a community of believers in Christ, in service to the world.

The Children's Ministry Director is a member of the ministerial staff and is selected by the Staff Parish Relations Committee (SPRC) for an unspecified period of service. The position will minister to the spiritual needs of youth ages 0-6<sup>th</sup> grade attending NBUMC and reach out to those in the community.

This is a part-time, exempt, thirty (30) hours per week position including but not limited to Sunday morning and may include Sunday evenings and weekday/night events as appropriate.

### **Duties and Responsibilities**

- Annually attend a Children's Ministry conference that is approved by the Senior Pastor and SPRC at the expense of NBUMC
- Develop, implement, and coordinate a Sunday school program for children 0-6<sup>th</sup> grade that runs in conjunction with the Sunday school program on Sunday Mornings
- Develop, implement, and coordinate a "children's worship experience" for children 0-4<sup>th</sup> grade that runs in conjunction with the contemporary worship experience on Sunday mornings
- Schedule, staff, and oversee a nursery for infants and toddlers on Sunday mornings and during other church-wide activities
- Develop, implement, and coordinate additional children's ministries, programs, or activities including but not limited to "Children's Moments," children's music ministries, weekday activities, summer events, seasonal children's discipleship programs, etc.
- Develop, implement, and coordinate an age-appropriate "transitional ministry" for children 5<sup>th</sup> & 6<sup>th</sup> grade in cooperation with the Director of Youth Ministry and the Senior Pastor
- Recruit, train, aid, and guide teachers, paid workers, and volunteers for the nursery and Children's Ministry
- Project budget needs for the Children's Ministry each year with input from Children's Council and the Finance Committee and 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 special events such as vacation bible school, Easter egg hunt and trunk-or-treat
- Develop, implement and coordinate ministries specific to the needs of parents
- Make in home visits to children as needed; and, identify and respond to family needs as necessary
- Communicate and promote awareness of Children's Ministry to the children/parents including future and on-going events
- Oversee Promotion Sunday for Children's Ministry
- 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 act as liaison with Children's Council including updates and changes to all areas of the Children's Ministry

- Ensure all paid workers and volunteers in the Children's Ministry are CPR/First Aid certified and Safe Sanctuary certified
- Use the automated check-in tracking system to track attendance
- Be familiar with the building evacuation procedures in case of an emergency
- Maintain confidentiality with children, parents, church members and staff
- Ensure the Kidlink building is clean and maintained
- Ensure the safety of the children in the Kidlink building by using child proof locks where necessary
- Report any suspected child abuse or child neglect to the Senior Pastor or proper authorities
- Accept other duties as assigned by the Senior Pastor

### **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 in elementary education but will consider applicable experience as a substitute
- 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