

## Children's Ministries Director Responsibilities and Duties

<i>Exempt Status:</i>	Exempt- 30 hours per week
<i>Reporting Relationship:</i>	Reports to the Lead Pastor. The Lead Pastor will provide an annual review. Staff Parish Relations will provide a liaison.

Purpose: The Children's Ministries Director (CMD) is a vital role within our growing congregation, setting the Christian education pathway for our youngest members.

### Major Duties and Responsibilities:

The Children's Ministries Director (CMD) attends weekly staff meetings, monthly Church Council Meetings, and monthly Program/Ministry Team meetings, keeping staff and program team members apprised of Education topics and events. Attend other meetings as requested.

The CMD submits weekly items relating to Children's Ministries for *Community News* and monthly articles, schedules, and reports to *Pathways*.

Responsible for the following areas within Children's Ministries:

- **Budget:** Manage annual budget set forth by the Finance Committee and reconcile Credit Card statements for all programs pertaining to Children's Ministries programming.
  - **Childcare in the Nursery:** Ensures Nursery is staffed appropriately, according to our Safe Sanctuary Policy and conference expectations, which includes Sundays, Wednesday evenings as needed for special worship services and classes. Supervises Nursery Coordinator(s); Orders supplies for rooms; makes sure rooms are sanitized, safe, organized, and visually appealing.
  - **Jesus' PLACE (preschool):** Sunday mornings. Recruits and trains teachers and substitute teachers; writes lesson plans and purchases supplies; keeps room stocked with teaching supplies and safe, age-appropriate toys.
  - **K-5 Sunday School:** Sunday mornings. Prepares and writes detailed lesson plans for workshops offered. Provides training materials and meetings for all teachers and shepherds. Recruits all teachers, shepherds, and substitutes for Sunday School. Encourages involvement of parents, grandparents, and all congregation members by speaking to individuals and church groups. After recruiting and training teachers and shepherds following the guidelines set forth in the Safe Sanctuary Policy, the CMD provides all materials necessary to teach in each zone (videos, software, art supplies, food items, books, etc.) so that teachers have little preparation outside of class. Keeps classrooms orderly, well stocked, and visually appealing. Teachers receive an outline of the lesson plan from the CMD to review several days before the Sunday in which they are teaching, so that they have the opportunity to be as prepared as possible.
  - **Club 4/5:** Organize volunteers to lead monthly, two-hour fellowship events for children in 4<sup>th</sup> and 5<sup>th</sup> grade.
- Youth and High School Sunday School** – partners with volunteers to ensure a robust, meaningful, age-appropriate Sunday School learning environment for middle school and high school students. This typically includes curriculum support, idea generation, and coordination of weekly teachers.

- . **Summer Programming:** All ages, June through August
  - Summer Intergenerational Events
- ◦ Vacation Bible School: Intergenerational program with activities aimed at preschool through Adult. Prepares curriculum/activities, advertises, and coordinates volunteers for outreach ministry.     **Busy Hands Bags:** Places station in Narthex for worship on Sunday mornings. Finds volunteers to maintain station by keeping it neat and well stocked. Provides safe, quiet, and age-appropriate activities for young children's use during worship.
- **Acolytes:** Schedule and train acolytes worship service September through May. Keeps robes dry cleaned and tapers in good condition.
- . **Attendance Statistics:** Provide accurate attendance statistics to the Conference annually.
- . **Children's Ministries Team:** Lead monthly meetings. Work with Team to plan and organize special events such as Sundaes Sunday, Bible Presentation Sunday, Fall Kick-Off, Teacher Training, Teacher Appreciation Event, and children's mission projects. Encourage other to take a leadership role on the Team.
- . **Cradle Roll:** Provide resources and materials for Cradle Roll volunteer.
- **Miscellaneous Items:** Available at church weekdays and evenings as needed to meet with parents, teachers, members, etc. Provide community support by giving tours, leading workshops, and providing start up information to other churches wishing to begin a Workshop Rotation Model program in their churches. Provide resources to pastors from other churches, upon request, to benefit their Children's Ministries programs.

*Training/*

*Experience Required*

- This position requires knowledge of stages of child development and the ability to research, select, prepare and/or write curriculum appropriate to each age group which follows the teachings of the United Methodist Church. One must be organized and able to work on several programs at one time. Must be comfortable leading both adults and children and able to recruit volunteer support and delegate responsibilities appropriately. Proficiency on office equipment (Copier, Computer, Telephone) including Microsoft Word, Publisher, and Powerpoint, and the internet and online meetings is necessary.
- Keeps up to date on Christian education training and issues by attending workshops, reading journals, publications, and resource books, and conducting internet research on child development and The Workshop Rotation Model and its use in other churches.

*Revised 3/21/2024*