

Grace United Methodist Church

Job Description

Director of Children's Ministry

Caring Together, Growing Together

Description

Job Summary:

The director coordinates the children's ministries of the church, this includes ministries relating to infants (nursery) and children (elementary, including 4th, 5th & 6th Grade "Sprouts" program). The director works with the Children's Ministry Team which oversees and organizes the children's events and programs. The director will possess positive relational and personal skills in communication.

Supervisor:

Associate Pastor

Status:

Full time
Exempt
Eligible for vacation, health insurance, educational

Time will vary, depending on the events of the week, including weekday programs, special or seasonal events, regular meetings with Associate Pastor, staff and/or volunteers, and personal prep and organization time.

Responsibilities/Description of Duties:

Assist the Associate Pastor in carrying out the vision of our Children's Ministry.

Work with the Children Ministry Team of Grace Church and be open to other responsibilities as given.

Recruit, train, and oversee scheduling of Sunday School teachers and curriculum.

Plan, coordinate, assist, accompany, and look to expand where appropriate and necessary, weekly Super Church worship experiences for children during the four services of worship, recruiting laity as needed.

Provide regular communication regarding various children's ministries events/activities to families and church, especially utilizing appropriate social media and website, Facebook.

Share in a Children's Time in worship when necessary and planned.

Conduct training sessions for those who are working with children and keep records and files of those who have gone through Safety Guidelines/Health Guidelines for adults.

Promote and share summer camping opportunities with families and children.

Work to coordinate ministry with and 4th/5th/6th Graders, especially during the year and for VBS. Learn to accompany those who are working with this team.

Assist in planning and implementing special events and activities as planned by the Children's Ministry team and Associate Pastor, such as Day Camps, VBS, VBS in the Park, and WinShape Summer Camp experience (or similar programs).

Work to offer Summer programs and outings with families and children.

Work to involve and welcome new families and members in ministry in the life of the church.

Keep the children's ministry office clean and respectable.

Provide pastoral care and show care toward children when they are sick or injured.

Promote children's ministries among Preschool families.

Keep a running log of families who are and who are not attending.

Work with the Staff and Children's Ministry Team to envision new ministries.

Plan continuing education experiences with others in Children's Ministries to learn more about models and programs in children's ministries (e.g., via Indiana Conference, Center for Congregations, Central District, Group, other churches, etc.).

Work and meet with the Director of the All God's Children Preschool so as to compliment and share necessary information which will enhance children's ministries.

Works with the Office Managers to ensure room usage regarding church calendar.

Works with the Custodial Manager to keep spaces and rooms clean and efficient for the workings of ministry.

Requirements for the Position

A strong and growing personal commitment to Jesus Christ and the church
A minimum of Associate's Degree in Children's Education
Positive relational and personal skills with adults and children
Background check.
Experience in Children's ministry, having worked on a church staff preferred
A heart, passion and love for children
Committed to the values and vision of Grace United Methodist Church and the larger Children's Ministry
Team orientated and able to work with a variety of persons
Organized, creative, and strong oral and written communication skills
Understand social media and the use of Facebook, Twitter, and the church's website, along with special video presentations

Position created:

January 2008: from part-time to full-time.

Date of most recent review and revision of this description:

May 9th, 2019

Posting of Description:

At the time a position is vacated SPRC will review the need for the position, review and revise as necessary the description and develop a posting that includes the necessary information, deadlines, etc., to be used for any advertising of the position within and outside the church – May 2019.

Persons may apply by sending a resume and cover-letter to Grace United Methodist Church, 1300 East Adams Drive, Franklin, Indiana 4131. Or contact Pastor Andy Kinsey at andykinsey@franklingrace.org. Open until filled.