



## Ministry Profile

### Director of Children's Ministries

<b>Accountability</b>	Senior Pastor; Committee on Staff-Parish Relations (SPRC)
<b>Status</b>	Part-Time, Non-Exempt (15-17 hours/week)
<b>Compensation</b>	Commensurate with education and experience

The mission of the Springfield First United Methodist Church is to love God and love people, so that the Gospel is shared and disciples are shaped. This mission is realized as each of us engages our individual and corporate ministries with intentionality and consistency. Key to this among staff is understanding one's role and responsibilities and approaching these as a servant leader.

### Summary

The Director of Children's Ministries seeks to build strong relationships with children (up to 5<sup>th</sup> grade), parents/guardians, teachers, volunteers, and the congregation while creating, developing, coordinating, promoting, and overseeing the entirety of our program for children.

### Responsibilities

- Envision and build opportunities for children to grow in their faith in a variety of ways.
- Plan, create, implement, and assess Christian (especially United Methodist) education and programming for children in the following areas: Sunday school, Children's Moments (during worship), confirmation, and other seasonal/special events.
- Develop and coordinate children's activities and volunteers for Sunday mornings, including providing teachers and materials for Sunday school classes, leading Children's Moments, and greeting children and their families.
- Develop and coordinate children's activities and volunteers for Wednesday evenings, including planning, preparation, content, and speakers.
- Develop and coordinate special programs that involve children's participation such as Vacation Bible School, Blessing of the Backpacks, 3<sup>rd</sup> grade Bible presentation, and other special events.
- Support and encourage children's participation in district and conference gatherings.
- Organize children's acolyte program for Sunday mornings, including recruiting, training, and scheduling.
- Develop, organize, and implement means for children's participation in Sunday morning worship beyond acolyte service.
- Organize and implement scheduling for teachers and volunteers in the children's ministry.
- Plan, organize, and implement annual Safe Sanctuary\* training and volunteer training.
- Ensure Safe Sanctuary policies are always followed in all church programs and events involving children.
- Coordinate and share communications in a timely and effective manner. Utilize available resources (email, social media, bulletins, newsletters, website, etc.) to ensure such communication with children and their families, the congregation, and the community.
- Develop and maintain relationships with current and new families, particularly through participation in special church and community events.
- Maintain relationship or familiarity with other ministries and organizations that serve the lives of children in our church and our community.

- Coordinate with the Office Administrator on purchasing supplies and securing any facility needs for children's activities.
- Oversee the training and supervision of the Nursery Coordinator.
- Make sure the Nursery is staffed for all worship gatherings, and other gatherings as requested by the pastor.
- Manage ministry area budget and coordinate with the Treasurer for all check requests.
- Tend to other ministry area-related duties as requested by the pastor or SPRC.
- Create and utilize Ministry Action Plans (MAPs) and Evaluation Forms for events in the ministry area.
- Attend and participate in monthly staff meetings.
- Maintain communication with SPRC and/or SPRC liaison, especially regarding areas where support is needed.
- Tend to opportunities for growth personally, professionally, and/or in the ministry area (e.g., through continuing education).

### **Qualifications & Skills**

#### *Preferred*

- Bachelor's degree in education or a related field
- Five years' work experience in education
- Experience in leading children's events or activities of various sizes

#### *Required*

- Attentiveness to personal spiritual and educational development
- Work experience in education, child development, and/or children's ministry
- Understanding of child development and an ability to relate to young people
- Self-motivated, with an ability to generate new ideas and programs
- Proficiency in Microsoft Office and usage of computers and the internet
- Excellent organizational skills including time management, with strong attention to detail and the ability to prioritize
- Strong people skills, with the ability to listen to and communicate with persons of all ages
- A friendly, enthusiastic, and caring heart for working with children and families, along with staff members, volunteers, and the congregation
- The ability to delegate responsibility and to follow up on and complete tasks
- Works well in a team environment
- Familiarity and agreement with United Methodist theology and polity

NOTE: The Ministry Profile for our Director of Youth Ministries is available at <https://www.springfieldfumc.org/employment>. A qualified applicant may be considered for a combined role, if interested.

\*Safe Sanctuary refers to the church's policy and procedure which guides interactions between children, youth, and vulnerable persons and those who lead them.

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