

## Associate Director

### Priorities:

1. A person who can work with the senior pastor in order to create and execute a long-term vision for children ages 0-12<sup>th</sup> grade.
2. An engaging teacher, with strong Biblical and theological background, who agrees with the mission, vision, and values of Grace United Methodist Church.
3. Able to provide leadership, direction, training, and oversight for all children's ministry volunteers. This includes educating volunteers on the Safe Sanctuary Policy and reviewing background checks.
4. This person would chair the children's education committee and have ultimate authority over curriculum and vision.

### Responsibilities:

- Growing Grace Kids.
- Supervision of Nursery staff.
  - Ensure appropriate staffing is provided.
- Vacation Bible School.
- Manage the Safe Sanctuary Policy ensuring that background checks are up to date for anyone who has contact with children.
- Be a part of the preaching/teaching rotation.
- Facilitate and lead a small group when necessary.
- Other duties as assigned.

### Supervision:

- Senior Pastor
- Staff Parish Relations Committee

### Qualifications:

- A personal commitment to Jesus and feels a calling to Christian education.
- Strong oral and communication skills including active listening.
- Bachelor's degree and/or experience in Christian education is strongly encouraged.
- Satisfactory completion of background check.
- Must present the results of a current (within 1 year) Tuberculin and current immunizations.
- Satisfactory completion of CPR training for infants and children. This certification must remain current.
- Must adhere to Grace United Methodist Church Safe Sanctuary and Nursery Policy Handbook.

This is a full-time position, competitive wage, and no benefits. This job description is subject to the changing needs of the congregation. There will be a 90 day probation period. This position may include an Organizational Conflict of Interest Agreement. A complete application will have an up to date resume and three references.