

Director of Children's Ministries

Job Description

First United Methodist Church

Sioux Falls, South Dakota

TITLE: Director of Children's Ministries

PURPOSE: To equip children from ages birth-5th grade to know, love, and serve Christ, so the church will thrive in its mission of "making disciples of Jesus Christ for the transformation of the world."

VISION FOR POSITION: The Director of Children's Ministry will build a growing thriving children's ministry program that will build relationships with families and children ages birth-5th grade. This will be done by helping families and children know, experience, and follow Jesus, and equip parents to be the primary disciple-makers in their children's lives. The Director of Children's ministry will be a bridge builder strengthening the bond between children and families inside and outside of the church.

QUALIFICATIONS:

1. Be a committed disciple of Jesus Christ.
2. Bachelor's degree in related field (education, Christian leadership, etc.)
3. Experience working with children ages birth- 5th grade.
4. Experience recruiting, equipping, and empowering volunteers.
5. Effective team builder, facilitator, planner, proactive problem-solver, communicator, and team player.
6. Proficient with computers, programs, databases, and social media.

DUTIES AND RESPONSIBILITIES:

1. Build relationships with children and families within and outside of the congregation, especially through our ministry partnerships.
2. Design, organize, and implement spiritual and educational programming for children ages birth-5th grade.
3. Recruit, train, and empower volunteers to serve with the children's ministry program.
4. Select and organize curriculum for the children's ministry program.
5. Deliver Sunday morning children's message on a regular basis.
6. Develop a "parent and me group" for parents and children (0-3 years old).
7. Plan and lead outreach, service, and fun events for children and families throughout the year.
8. Supervise the Assistant Director of Children's Ministries.
9. Work closely with the Next Generation Pastor, Nursery Coordinator, Assistant Director of Children's Ministries, the Next Generation Team, and volunteers.

10. Ensure thorough and efficient communication with parents regarding updates, and curriculum details, via newsletters, emails and flyers, and social media.
11. Maintain current records and databases for volunteer contact information, applications, and background checks.
12. Create and maintain a Children's Ministries Manual with policies and procedures; update as needed.
13. Prepare and oversee budget with the Next Generation Pastor.
14. Continually assess needs and flow of all points of Children's Ministry contact and adjust where appropriate to best serve congregation.

HOURS: Full-Time, including most Sundays, Wednesday nights, and occasional evenings for meetings

COMPENSATION: \$42,500 per year

ACCOUNTABILITY: Reports to Next Generation Pastor