

## **Spring Woods UMC**

### **Job Description-Director of Children's Ministry**

**Position:** Director of Children's Ministries.

**Reports to:** Pastor, Staff-Parish Relations Committee (personnel committee).

**Summary:** The Children's Ministry Director is responsible to oversee the entire children's ministry (infants through 5<sup>th</sup> grade) to ensure a smoothly operating, safe, and effective program. The director will recruit and train leaders who will touch children's lives with God's love, teach them God's Word, and provide fellowship with God's people, laying a foundation that will keep children interested in the things of God and involved in church.

**Essential Duties & Responsibilities include the following:**

- Oversee and coordinate all aspects of the children's ministry including, but not limited to Sunday School, Nursery, Children's Church, VBS and other special events.
- Screen Children's workers and leaders before placing them in ministry.
- Organize training and planning sessions for children's leaders/workers.
- Organize the classrooms and ensure their cleanliness and safety.
- Develop, post, and enforce policies pertinent to the children's ministry department.
- Approve all children's ministries programs, curricula, activities, and disbursement of funds for supplies and projects; keeping within budgeted amount.
- Keep a current list of volunteers with names/addresses/phone numbers/email addresses.
- Schedule all teachers and find substitutes when necessary.
- Meet regularly with Children's Ministry Lead Team and ministry staff to address concerns, answer questions, and keep abreast of happenings affecting their ministry.
- Keep ongoing record of attendance, both of workers and children.
- Be available to counsel and pray with children regarding spiritual matters.
- Maintain a visitation ministry to offer encouragement and support of children and families.
- Must attend and report progress to the church boards at designated meetings.
- Select/develop age-appropriate material for individualized instruction regarding salvation, baptism, church membership, etc.
- Participate in weekly staff meetings and staff prayer times.
- Oversee budget and expenditures for the children's ministry department.
- Prepare and submit annual budget to supervisor for approval.
- Other duties as assigned.

**Supervisory Responsibilities:** Directly supervises volunteer children's ministry workers and nursery coordinator (paid position).

**Qualification:** To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Spiritual:** Must be a growing Christian, deepening his/her personal relationship with Jesus Christ and modeling this to others (1 Tim. 3:1-13). Possess a desire to see children come to know, love, and follow Jesus Christ.

Commitment to strengthening spiritual gifts that will enhance ministry effectiveness. Supportive of Spring Woods UMC's vision for ministry, doctrinal standards, and its leadership teams.

**Education/Experience:** A suitable combination of education and experience will be considered.

**Certifications:** CPR and First Aid certifications are required and may be provided by the church. Safe Sanctuary training is required and will be provided by the church.

**Language Skills:** Ability to read, analyze, and interpret educational materials. Strong interpersonal skills with the ability to relate to many different ages and types of children. Ability to effectively present information and respond to questions from parents, staff, or congregation.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Other Skills & Abilities:** The ability to work efficiently and effectively in team situations is critical, as well as the ability to work independently.

Must possess solid time management skills and organizational abilities. The ability to coordinate several activities at once and to quickly analyze and resolve specific problems is important.

The ability to communicate and establish effective working relationships with all levels of people, conveying a genuine concern for their needs and a desire to provide exceptional service, is essential for this position.

The ideal candidate should be creative, have a passion for children, be high energy, hardworking and have the ability to motivate others. Should be detail oriented, flexible, and decisive with the ability to organize and coordinate work, set priorities, and meet deadlines.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand, walk, and sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch or crawl; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. Local travel is routinely required.

**Work Environment:** The noise level in the work environment is usually moderate. The building is double story and is handicap accessible. It is a non-smoking environment.

*Comments: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some requirements may exclude individuals who pose a direct threat of significant risk to the health and safety of themselves or other employees.*

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.*

*Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.*