

# River Road United Methodist Church

## STAFF JOB DESCRIPTION

<b>POSITION</b>	Director of Children's Ministries
<b>REPORTS TO</b>	Lead Pastor
<b>STATUS</b>	Part-time, Salaried
<b>HOURS</b>	20 hours per week, though the salary is not solely dependent upon the number of hours required to meet performance objectives. This position is a 12-month position; activities and responsibilities may vary based on the church calendar as well as the needs of the church and the children.
<b>BENEFITS</b>	Not entitled to health insurance/pension. Eligible for vacation as given in the Personnel Policy. Flexibility with schedule.
<b>BASIC PURPOSE</b>	Under the direction of the Lead Pastor, the Director of Children's Ministries is responsible for the development and direction of children's ministries (nursery through grade 5) to provide outreach and discipleship; develops, implements, and directs effective programs that encourage and enable spiritual maturity in the lives of children; provides safe and age-appropriate learning environments; encourages individuals and families to grow closer in their relationship with Jesus Christ.
<b>REQUIRED SKILLS</b>	Previous training and experience in educating/ministering to children and families; possesses administrative and relational skills; has gifts for recruiting, training, directing, and shepherding volunteers to support Children's ministries. Possesses a working and growing knowledge of resources in children's ministries; has the ability and willingness to delegate and supervise others; shares leadership in the total ministry of the church with staff members and lay leadership. Possesses a spiritual maturity to lead and engage children and their families in the weekly worship venues; demonstrates the ability to work with a variety of people; ability to prioritize tasks and complete them in a timely manner.

## RESPONSIBILITIES

1. Designs and administers an age-appropriate Christian children's ministry that fosters the spiritual growth of God in Jesus Christ within children and families. Empowers and tools families to be the primary arena of faith growth in the life of their child.
2. Works with the congregation to create an understanding and appreciation of the role of children's ministries including but not limited to Sunday morning discipleship groups, Nursery, worship services, Sunday evening and weekday programs, and summer programs.
3. Recruits and trains Sunday small group leaders and program volunteers; ensures teaching ratios are maintained; available to substitute as needed.
4. Designs and communicates opportunities for children's ministry; utilizing best practices and lessons learned from other sources to enhance the learning experience.
5. Implements annual children's nurturing summer program, and other nurturing ministries that will enhance the spiritual development of children.
6. Works with new members, visitors and church members by creating a welcoming atmosphere, making introductions and utilizing listening skills.
7. Provides a children's message for weekly services, or enlist a substitute as needed.
8. Provides administrative support as necessary to support programs.
9. Works with the Finance Committee to create and manage the Children's ministry budget; responsible for the expenditure of authorized funds; orders supplies to support the ministry programs.
10. Evaluate the existing children's programs, to determine if programming is relevant and meets the needs of changing demographics and needs of the congregation.
11. Responsible for the safety of children at church sponsored events: trains volunteers on our Children Protection Policy; conducts safety classes; processes volunteer background checks; maintains and enforces safety policies; reports unsafe practices to the proper authorities; ensures equipment is safe and age appropriate.
12. Represents the Children's Ministry at various church meetings; for example, attends regular planning meetings with the Lead Pastor and staff meetings; organizes and facilitates Children's Council Team meetings, etc.
13. The Director must have a committed faith in Jesus Christ as lived out in church community.

This job description is intended to be a general overview and in no way limits or restricts the duties or assignments of this position. Recognizing that this is a part-time position, we will be flexible with hours and family needs. The Director of Children's Ministries partners with the other pastors, staff, and Church work areas to carry out the overall ministry of River Road United Methodist Church.