



Monticello United Methodist Church
Job Description

Director of Children's Ministry

Evaluated by: Senior Pastor

Reports to: Senior

Status: Part time, Salaried

Reporting to you: Volunteers

Compensation: Salary to be paid twice a month

- Yearly Salary is commensurate with experience and qualifications
- Paid Time Off as outlined in the current Employee Handbook
- There are no retirement or health benefits

Hours:

10-15 hours a week as needed (average 12, except for special events like Breakfast with Santa or VBS). Hours include leading weekly programming, curriculum preparation and planning, recruiting and training volunteers and other teachers, meeting with parents as needed.

Job Description:

The Director of Children's Ministry is responsible for the development and implementation of the vision, strategy and tactical elements for all programs, activities and educational aspects related to Children's Ministry – ages up to fifth grade – at MUMC. This person must possess strong interpersonal skills to effectively lead children and equip people for children's ministry.

Administrative:

- Meet regularly with the Pastor as requested
- Attend church staff meetings
- Attend church council meetings when requested
- Work collaboratively with the Pastor, the Director of Youth Ministries and Music Directors

Skills and Qualifications:

- Character
 - Have a strong, personal relationship with and faith in Jesus Christ.
 - Have a desire to teach and guide children with patience and an accepting heart.
- Skills
 - Proven ability to work effectively with children, diverse individuals and teams of volunteers.
 - Teaching experience either professionally or through a church setting
 - Familiar with United Methodist theology (or willing to learn)

Responsibilities:

- Coordinate weekly programming during the 10:30-11:30 a.m. Sunday church service
 - Planning and managing curriculum & activities for each week
 - Provide leadership for weekly programming, including Sunday School, Children's Message, and others as they occur
 - Gathering craft and skit supplies for lessons
 - Teaching for Children's Ministry
- Provide planning, training, and leadership for Special Events, including Breakfast with Santa, Easter Egg Hunt, Vacation Bible School, Christmas Eve, and other Special Events as they occur
- Nursery
 - Arrange for a babysitters for special events

- Recruit and train volunteers for the Nursery
- Other Responsibilities:
 - Communicate with children, parents and congregation in a timely manner using all available resources (email, flyers, Facebook, newsletters and Twitter).
 - Take attendance for programming and events.
 - Ensure that the child protection policy of the UMC is in compliance for all ministry activities and events.
- Attend any required training or continuing education events that will help develop effectiveness as a children's director.
- Identifies, recruits, and trains, equips, and empowers gifted individuals, and encourages volunteers as they become involved in children's ministry.
- Develop, maintain and manage the budget for Children's Ministry programming.
- Oversees and assures maintenance and care of all equipment for his/her area of ministry, including Nursery.
- Evaluates and suggests equipment needs for his/her area of ministry.
- Perform other duties as necessary.

I have read and received a copy of my job description.

Employee

Date Revised: December, 2022