

Director of Children's Ministry

First Methodist Church – Americus

Summary description of purpose and goals of this position:

The Director of Children's Ministry directs and supervises all First Methodist Church of Americus ministries which serve children through fifth grade and their families. This individual works collaboratively with FMC leaders and staff to provide opportunities and an environment for children to grow in faith – individually and together. The Director advocates for children and families, ensuring that FMC'S programs provide for their spiritual needs and attract young families with children. The Director will seek opportunities to be involved in spiritual growth for our children outside church activities by remaining connected through regular contact and prayer.

Classification: Exempt

Reports to: Senior Minister

Supervises: Nursery staff

Work Schedule Expectations:

Weekly hours: 20

Sunday obligations: Children's Church during 9:00 and 11:00 a.m. services
Sunday School at 10:00 a.m.

Wednesday obligations: During School Year, for children's activities from 5:30-7:30 p.m.
- Summer – Schedule Summer fun days

Education / Training / Certification:

Bachelor's Degree from 4-year college or university with some education in childhood development or Christian education or associate degree with commensurate teaching and supervisory experience

Skills / Knowledge / Experience Requirements:

Skills and Traits:

- Actively professes and demonstrates Christian faith.
- Able to work positively with children of all ages.
- Positive interpersonal relationship skills
- Strong communication skills – oral and written.

- Teamwork and planning skills
- Creative
- Self starter
- Strong sense of responsibility and accountability
- Well-organized and neat
- Ability to recognize and practice personal confidentiality.

Knowledge and Experience:

- Three or more years of experience in children or family ministry in a leadership capacity
- Proficient with Microsoft Office suite of software tools
- Knowledge of special requirements associated with physical child care.

Tasks and Responsibilities of the Position:

Directs and manages FMC ministries which serve children through fifth grade and their families

- Builds caring relationships with parents, explains the ministry to them and mentors them in growing their children's faith.
- Ensures that children are valued, and that FMC is a safe place for their Christian nurturance and development.
- Serves on the Safe Sanctuaries Committee, ensuring all children's activities fully comply with the principles and policies.
- Develops the vision for FMC Children's Ministry in partnership with lay leaders and staff; documents specific ministry goals and objectives by prioritizing related programs, managing use of facilities and resources, delegating tasks appropriately and evaluating progress regularly
- Develops an annual Children's Ministry Plan which documents event schedules and budgetary/resource requirements.
- Maintains an accurate inventory of equipment and supplies, purchases supplies as needed and within budgetary constraints
- Recruits, trains and supervises volunteers and staff for Christian education and spiritual formation, working in a team context.
- Regularly communicates with the entire congregation/community via "The Messenger", church web site, flyers and handouts, text, and email to promote Children's Program activities and to communicate program status
- Participates fully as a member of the FMC program staff by attending regular staff meeting and by attending/briefing Church Council meetings; attends other lay committee meetings when requested.
- Works with the Worship Committee to assist with music programs and other related activities
- Trains acolytes in conjunction with the Worship Committee

- Coordinate with Director of Youth Ministry to ensure integration between Children's and Youth ministries.
- Develop plans creating opportunities for increased participation in the Children's ministries with the Hispanic congregation.
- Meets regularly (at least quarterly) with Children's Ministry Team to plan, execute and evaluate activities and initiatives associated with children's ministries.

Oversees Children's Sunday Morning Programs

- Oversees conduct of a "Children's Church" program during both the 9:00 and 11:00 a.m. worship services
- Oversees management of "Children's Sunday School" which is conducted between the two worship services
 - Recruits and trains volunteer teachers
 - Selects and obtains curriculum
 - Meets with all teachers twice a year to review program status, select curriculum and plan for the future
 - Publishes a schedule for teaching assignments

Develops and Presents Special Activity Programs for Children

- Involves planning, scheduling, budgeting for, evaluating and directing program execution
- Maintains program files to document all details related to budget, agenda, workers, attendance and any other special notes.
- Promotes special programs through all appropriate media
- Traditionally, the following special programs are presented annually:
 - Wednesday Family Night Activities – weekly from Sep Aug through May
 - "Kid's Quest" – annual 3-day conference at Epworth By the Sea
 - Vacation Bible School – one week program in summer
 - Harvest Festival – one-day event in fall
 - Birthday Party for Jesus – afternoon event prior to Christmas
 - Easter Egg Hunt – one-day event near Easter
 - "Wacky Wednesday" – weekly program in June and July
 - Along with Minister of Worship Arts, develop and coordinate Summer Music Camp
 - Create and implement children lead worship service for Children's Sabbath
 - Arrange and coordinate for Altar flowers for Mother's day and chocolate bars for Father's Day

Develops and conducts the Confirmation Class Program

- Manages all details related to the conduct of the annual 13-session program which culminates in youth joining the church.

Manages Church Nursery Program

- Develops and enforces written policies and procedures for nursery operations.
- Recruits and supervises paid nursery workers.
- Manages supplies and equipment required to sustain the program.
- Ensures the program operates and fully complies within safety, sanitation, and security standards
- Maintains adequate records regarding use of the nursery to ensure most efficient operation and scheduling
- Meets regularly with all workers to finalize schedules and monitor supplies, procedures, policies, etc.
- Organize visitation of all FMC new mothers soon after birth

Performs other church-related duties as assigned.

**Position Description approved by the Staff/Parish Relations Committee on December 8, 2013.
Edited and approved by SPRC on August 10, 2023**