



Position: DIRECTOR OF CHILDREN'S MINISTRIES

Check one:

- Full-time Time Requirement: _____
Part-time Time Requirement: 30-hours per week
Contract Time Requirement: _____

Reports to: Senior Pastor

Pay: [Salary as established by SPRC or negotiated. Salary may vary with experience.]

Purpose of Position:

The Director of Children's Ministries provides vision, leadership, and oversight for all children's programming from birth through 5th grade at Hartselle First Methodist Church (HFMC). This role equips volunteers, partners with families, and creates safe, engaging environments where children can grow as disciples of Jesus Christ. The Director of Children's Ministries works hand in hand with the HFMC Staff to fulfill the Church's mission to create a place for people to Believe, Belong, and Become fully committed disciples of Jesus Christ.

Major Duties and Responsibilities:

1. Develop a clearly defined vision and strategy for discipleship within the Children's Ministry (birth – 5th Grade) that works in conjunction with the overall vision and ministry of HFMC.
2. Build and develop a Children's Council consisting of key committed and gifted volunteers.
3. Lead, recruit, train, and develop volunteers for all aspects of Children's Ministry (birth-5th Grade).
4. Develop a healthy volunteer culture through encouragement, appreciation, communication, and leadership development.
5. Work with Youth Pastor to lead, recruit, and train and develop volunteers for the LINK ministry.
6. Work with Youth Pastor and Senior Pastor to organize and facilitate Confirmation.
7. Recruit, hire, and train staff members and/or volunteers for the Church Nursery and Preschool. Provide ongoing supervision and support to staff members and/or volunteers.
8. Provide oversight and planning for all aspects of Children's Ministry and programming, including:
 - a. Sunday morning Children's Worship (birth-4th Grade)
 - i. Nursery (birth – 4 years)
 - ii. Children's Church (5 years – 4th Grade)
 - b. Wednesday Night programming (birth-4th Grade)
 - i. Nursery (birth – 4 years)
 - ii. Children's Church (5 years – 4th Grade)
 - c. Outreach events/programming
 - d. Vacation Bible School
 - i. Nursery (birth – 4 years)
 - ii. VBS (K – 5th Grade)
 - e. Curriculum selection/development for all programming
9. Provide oversight into the Children's Ministry budget and help develop future budgetary needs.
10. Provide shared oversight for our LINK Ministry (5th and 6th Grades) by working closely with the Youth Pastor to develop leaders and volunteers and provide opportunities for age-appropriate Spiritual Growth.
11. Collaborate with and support the Preschool Director, as requested by Church leadership.



12. Help with Preschool events, as needed.
13. Lead Preschool Chapel as requested, by the Preschool Director.
14. Be an active and regular participant in helping achieve the mission of HFMC.
15. Develop at least three job-related and two personal S.M.A.R.T. Goals each year to be used in conjunction with the job description for performance evaluation.

Other Duties and Responsibilities:

1. Work as a team with the rest of the ministerial and support staff.
2. Participate and provide support and leadership, when necessary, in church-wide events, even if they do not directly affect the Children's Ministry (such as Membership Class, Special Events).

Minimum Qualifications: (for new hire to perform job adequately)

1. Demonstrates Christian character.
2. Maintains an active prayer life.
3. Beliefs align with HFMC doctrine and values.
4. College degree or 4 years equivalent experience in any field. Christian Education or Religion are preferred.
5. Experience working with Children's Ministries either as volunteer or paid staff.
6. Experience in organizing events, coordinating programs, recruiting volunteers, and management.
7. Strong and active relationship with HFMC with a desire to participate in our mission to lead children on the journey to become deeply devoted followers of Jesus.
8. Strong organizational skills.
9. Strong written and verbal communication skills.
10. Demonstrated ability to use and understand basic computer programs, social media, and other methods of communication. Specifically:
 - a. Planning Center or church software
 - b. E-mail communication
 - c. Volunteer scheduling systems
 - d. Social media/event promotion
 - e. check-in systems
11. Satisfactory completion of background check and MINISTRY SAFE Training.
12. Satisfactory completion of American Heart Association CPR training for infants and children.
13. Able to adhere to MINISTRY SAFE Guidelines at all times.

Additional information:

See the Attachment for Work Hours, Ministry Details and Annual Events

SPRC Approved: 5/27/26

Effective: 5/27/26

Updated: 5/27/26

Additional Information
Attachment to Director of Children's Ministry

**Work Hours:**

- Sunday: Set up Nursery and Children's Church Check-In stations, provide support for Check-In volunteers, Check Nurseries for workers/volunteers, provide leadership and support for Children's Church and float during Sunday School to provide needed support for Children's Sunday school teachers.
- Wednesday: Provide support and leadership for Wednesday Night Alive (WNA) Children's activities. Ensure Nursery is staffed with volunteers or staff members. Coordinate with the Youth Minister for LINK activities.
- Sun-Sat: 30 hours to be fulfilled by office time at church and/or ministry work from home or church, as needed.

Ministry Details:

1. Staff Member – attend monthly staff meetings.
2. Administrative Council Member – attend Council meetings to report on Children's Ministry.
3. Serve with the Executive Pastor and Youth Pastor on the MINISTRY SAFE safety team.
4. Ensure all children's ministry environments comply with church safety policies, MINISTRY SAFE procedures, volunteer screening requirements, and emergency preparedness protocols
5. Worship Services: Staff members serve as role models regularly and prayerfully attending worship when they are not leading Children's Church.
6. Nursery Duties
 - a. Schedule Nursery staff/volunteers for Sunday worship (8:30 -12:30).
 - b. Schedule Nursery staff/volunteers for weekday and weekend events.
7. Children's Church Duties
 - a. Schedule volunteer teachers for Sunday worship (8:40 and 10:40 service)
 - b. Order Children's Church supplies as needed
8. Sunday School Duties – Infant – 6th Grade
 - a. Recruit and schedule volunteer Sunday school teachers
 - b. Order Sunday school supplies as needed
 - c. Order Bibles for 1st Grade Promotion Sunday
 - d. Plan curriculum and program
9. Vacation Bible School & Special Events
 - a. Plan curriculum and programs
 - b. Recruit and schedule volunteers
10. Various needs as they arise



Annual Events:

August	Back to School Event/Promotion Sunday
October	Fall Event (ex. Trunk or Treat)
November	Greening Day/Children's Ministry Tree
December	Children's Ministry involved in Good Samaritan Christmas Party
Jan/February	LINK Fishes 7 Loaves Service for Children
March/April	Spring Event (ex. Easter egg hunt)
Palm Sunday	Services for Children
May/June	Vacation Bible School
Monthly	LINK Lunch Bunch