



First Methodist Church of Columbus, Mississippi

a member congregation of the Global Methodist Church

Job Title: Children's Minister

Job Summary:

The Children's Minister is responsible for the coordination of all areas of ministry having to do with children from birth through 5th grade. The Children Minister works with the Children's Ministry staff and leadership team to plan, organize, and implement activities for to help children become and live as disciples of Jesus Christ.

Responsibilities & Duties:

- The Children's Minister primary focus with the Children's Ministry team is the planning and coordination of special events including but not limited to:
 - Vacation Bible School
 - Easter Egg Hunt
 - Special summer time activities
 - Fall Kickoff event
 - Spring Wrap-up event
 - Fall Festival - with other churches
 - Christmas Programming
 - Annual Children's Retreat
- Recruit and equip volunteers to help with the above events as well as with week-to-week activities such as Sunday programs and Wednesday Night program.
- Coordinate, train, and supervise workers and volunteers for the church nursery.
- Fill in as needed if a teacher, helper, or nursery worker is unable to work.
- Work with the Associate Pastor in the selection and implementation of an engaging, appropriate curriculum for all children to be used in Sunday programs and Wednesday Nights.
- Coordinates and works alongside the Adult Pastor in the training of Acolytes.
- Assist with welcoming new visitors with children and make sure they receive information on programming and upcoming events (including a Children's Ministry packet to add to visitor welcome bags.)
- Supervise the discipline of children through positive feedback and redirection; be available to step in as necessary.

- Recruit, provide leadership and direction for the Children's Ministry leadership team.
- Attend and represent the interests of children and parents at the weekly Staff meeting.
- Provide information regarding children's activities for the church-wide weekly newsletter.
- Provide communication to parents concerning upcoming programs, events, timely information and events through the publication of a monthly newsletter for children as well as weekly communications as needed.
- Attend connection lunch for the church, weekly staff meetings and one-on-one supervisor meetings, and other committee meetings as necessary.
- Coordinate, prepare, recruit volunteers for the children's program music.
- Prepare an annual ministry budget to be approved by the Church Council, manage ongoing/operating expenses, and supervise fundraising events as needed.
- Keep regular and appropriate office hours to meet the needs of the children and families, and staff, of the church.
- Oversee recruitment, training, support, and celebration of all children ministry volunteers, and ensure all volunteers have completed and are following the safety policies of the church and conference.
- Oversee all forms of ministry communication, including but not limited to email, letters, text and social media.
- Oversee all administrative duties, including event registration, meal and transportation planning/scheduling, record keeping, and facilities/vehicle management.
- Coordinate or lead the children's moment for the first and second service on Sunday.

Qualifications and Skills:

- Strong organizational and leadership skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively within a team.
- Proficiency in types of technology utilized by the church.
- Preferred qualifications include 3 years experience serving in a local church or children/youth ministry, or a seminary degree in children ministry or theology (or currently enrollment in).
- An ability to work with children in a professional manner to affirm and develop their abilities, gifts and graces.
- The following skills and gifts are necessary: the position requires someone who is loving and patient with children; communicates their faith to others; a passion for seeing children come to know, love, and follow Christ; builds relationships with children and their parents; works as part of a staff;

organizational and communication skills; delegates and equips others for ministry; develops and implements a long-term ministry vision.

Organizational Chart:

- Reports to: Associate Pastor
- Supervises: Associate Children Minister, Children Ministry interns, and volunteers

Salary/Benefits & Hours:

- This is a non-appointed, full-time position, 40 hours/week.
- Salary is commensurate with level of education and experience.
- Benefits are provided per the guidelines established by the most recent Employee Policy Handbook.