

Mauldin Methodist Church Position Description

Job title	Director of Children's Ministries
Reports to	Senior Pastor
Position Status	Full Time – Exempt (Ministerial Exception)

Job purpose

The Director of Children's Ministries provides leadership and oversight for the spiritual formation, teaching, and care of the children of the congregation. This role plans, coordinates, and supervises all programs, events, and ministries serving children from birth through 5th grade.

Duties and responsibilities

Programs and activities

- Children's Sunday School - The Director will recruit and train teachers, select curriculum, source and secure materials, manage classroom usage, and provide other duties as needed.
- Children's Church - Recruit and equip workers to provide an educational, child-friendly worship experience for all Sunday morning worship services.
- Participate in the Family Christmas Eve service
- Wednesday Evening Children's Ministry (Mkids) - Lead and coordinate Bible study, and other activities for Birth – 5th grade.
- Vacation Bible School - Supervise and coordinate the planning and implementation of the Vacation Bible school
- Children's Programming - Plan and oversee programs for children such as Terrific Tuesdays, and Wonderful Wednesdays
- Club45 (grades 4 & 5) - Recruit leadership, advise on curriculum, and provide general assistance.
- Outreach - Coordinate with other local groups for community programs and other community events
- Work with the Director of MMPK Preschool/Kindergarten to develop programs for children enrolled in Preschool and Kindergarten
- Follow and enforce requirements of the Ministry Safe policy
- Provide other services as directed by the Senior Pastor

General

- Meet periodically with, advise and serve as staff liaison to the Children's Ministry Team (to be reestablished)
- Attend meetings of the Church Council, and Kindergarten when they are discussing items related to the Children's Ministry.
- Attend weekly staff meetings
- Discharge any other responsibilities not included in this description at the direction of the Senior Pastor
- The Employee Handbook is an integral part of this job description and applies in every detail

Qualifications

- Education – Bachelor's degree, preferably in Childhood Education or a related field
- Experience – Three to five years of experience in Children's ministry or related field
- Be committed to the Christian faith and the theology of Mauldin Methodist Church
- Possess a sincere call to children's ministry and a passion to help children grow spiritually

- Possess strong interpersonal, managerial, and organizational skills
- Be a self-starter and be willing to work with a diverse staff
- Computer skills necessary for duties

Working conditions

The Director of Children's Ministries is required to have regular office hours during the work week. In addition, he/she must be willing to work evenings and weekends on a regular basis. Serve as a mandated reporter in accordance with MMC's Ministry Safe policy.

Physical requirements

While this job is not physically demanding, mobility is important. Must be able to lift 35# and commit to teaming with another person when heavier lifting is required.

Direct reports

Nursery employees and volunteers

Salary Range

\$45,000 to \$50,000

Approved by:	SPRC Chair Larry McAdams
Date approved:	01/07/2026
Reviewed:	