



## JOB DESCRIPTION

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**Job Title:** Director of Children's Ministry

**Reports to:** Senior Associate Pastor

**Working Hours:** As Scheduled / Assigned

**Benefits/PTO:** Eligible

**FLSA Classification/ Position Status:** Exempt / Full-Time / At-Will

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### Organization Overview

First Methodist Waco operates under the Lordship of Jesus Christ. We believe that the Bible is the Word of God, contains everything necessary for salvation, and is instructive for daily living. We believe that the essentials of the faith are contained in the Apostles' Creed, a statement that dates back to the early days of the church's existence. And while our history has much to offer us, we know that the church's future demands that we baptize, teach, and obey.

### Summary/Objective:

The Director of Children's Ministry is responsible for overseeing and nurturing the spiritual growth, education, and development of children within the church community. This role involves creating and implementing engaging and age-appropriate programs, activities, and events that foster a supportive and inclusive environment for children to learn about and deepen their faith.

### Required Education, Licenses, Certifications, and Experience:

1. Bachelor's Degree in Theology, Religious Studies, Divinity, or a related field.
2. Background check clearance
3. Access to dependable transportation for commuting to and from work
4. Certification in CPR and First Aid
5. Valid Texas Drivers License
6. Valid personal auto liability insurance
7. All employees must complete Ministry Safe training as mandated by the church.
8. Active membership within the church community and a solid understanding of our mission, values, and theology.

### Work authorization/security clearance required:

Must be eligible to work in the United States

### Knowledge, Skills, and Abilities

1. A growing, personal relationship with Christ and a desire to live as a disciple of Jesus
2. Ability and willingness to profess your Christian belief
3. Ability to align and exhibit your Christian belief with First Methodist Waco's mission and organizational values
4. Understanding of developmental stages, needs, and challenges of children from infancy through adolescence



5. Knowledge of foundational Christian principles, teachings, and values relevant to children's ministry
6. Ability to design and implement age-appropriate curriculum and educational programs that promote spiritual growth and biblical literacy
7. Knowledge of child safety protocols, risk management practices, and child protection policies
8. Understanding of family dynamics and the ability to collaborate effectively with parents/guardians in nurturing children's faith
9. Strong leadership skills to effectively lead and mentor children, volunteers, and staff in children's ministry activities
10. Excellent verbal and written communication skills to connect with children, parents, volunteers, and church leadership
11. Skill in teaching and facilitating engaging and interactive lessons, activities, and discussions for children
12. Ability to build positive and nurturing relationships with children and families, fostering a sense of belonging and trust
13. Competence in planning, organizing, and coordinating children's events, activities, and special programs
14. Ability to understand and empathize with the experiences, emotions, and needs of children
15. Capacity to think creatively and innovatively in designing fun, interactive, and meaningful experiences for children
16. Flexibility to adapt programs and activities based on the developmental stages, interests, and needs of children
17. Collaboration skills to work effectively with volunteers, church staff, and parents in supporting children's ministry initiatives
18. Skill in managing conflicts and addressing challenges that may arise within children's groups or activities

**Major Duties and Responsibilities:**

1. Creates and implements the vision and mission of First Methodist's children's ministries.
2. Develops and implements comprehensive children's ministry programs, activities, and curriculum that align with the church's mission and values.
3. Creates engaging and age-appropriate lessons, worship experiences, and educational activities that promote spiritual growth and biblical literacy.
4. Provides leadership, guidance, and pastoral care to children, volunteers, and staff involved in children's ministry.
5. Mentors and disciples children in their faith journey, encouraging personal growth and development.
6. Teaches and facilitates interactive and educational lessons, discussions, and activities that convey Christian principles and teachings.
7. Equips children with a foundational knowledge of the Bible and Christian values through engaging and memorable experiences.
8. Plans, organizes, and coordinates children's events, including Vacation Bible School (VBS), retreats, camps, and special programs throughout the year.



9. Ensures all events are well-executed, safe, and inclusive, catering to the developmental stages and interests of children.
10. Recruits, trains, and supports volunteers involved in children's ministry, providing resources, guidance, and ongoing development opportunities.
11. Fosters a positive and supportive volunteer team culture focused on serving and nurturing children effectively.
12. Provides pastoral care, support, and counseling to children and families during times of crisis, grief, or personal challenges.
13. Maintains open communication with parents/guardians, addressing concerns and providing updates on children's ministry activities.
14. Implements and enforces child safety protocols, including background checks, training on child protection policies, and supervision during activities.
15. Ensures a safe and secure environment for children participating in all ministry programs and events.
16. Maintains accurate records of attendance, participation, and program evaluations for reporting and future planning.
17. Engages children in outreach activities and service projects that promote compassion, social responsibility, and community involvement.
18. Implements improvements and adjustments based on evaluation results, emerging needs, and feedback from children, parents, and volunteers.
19. Performs **\*other duties as assigned** and as needed to help drive our vision, fulfill our mission, and abide by our organization's values.

**\*Other Duties as Assigned:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice, and the team member may be asked to perform other duties as assigned.

**Physical and Mental Requirements and Abilities**

The role of the Director of Children's Ministry often requires the ability to work effectively in a moderate to fast-paced environment. This environment typically involves frequent activities, interactions, and tasks that must be completed within specified timeframes. Additionally, interruptions and unexpected events may occur, requiring flexibility and adaptability while maintaining a caring, nurturing, professional, and courteous demeanor.

The physical demands described here are representative of those that the Director of Children's Ministry must meet to perform the essential functions of this job successfully. The employee frequently sits and/or stands. The employee may occasionally climb, balance, stoop, kneel, crouch, crawl, lift, and/or lift, carry, or move up to 30 pounds.

The employee will frequently use electronic devices, including but not limited to personal and laptop computers, printers, scanners, and other typical office equipment. Frequent typing is required; therefore, the employee will constantly use their fingers, hands, wrist, elbow, and any necessary upper extremities. Employees may occasionally have to twist, pull, or stretch. The



employee will frequently read print or computer material with various text sizes and colors. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust visual focus with or without using prescribed or over-the-counter optical glasses, contact lenses, or other visual aids. The Director of Children's Ministry will occasionally travel within and outside the city limits and may be exposed to various (fair to extreme) weather conditions.

**We Value All**

First Methodist Waco values everyone and believes in providing equal opportunity to whom we hire, train, and promote in all positions without regard to race, color, national origin, sex, age, or disability. We seek to ensure that decisions regarding compensation, promotions, benefits, and/or programs align with our value of diversity. We seek to ensure that decisions regarding compensation, promotions, benefits, and/or programs align with our value of diversity.

**Our Commitment to Anti-Harassment and Discrimination**

First Waco is committed to providing all its employees with a working environment in which they are treated with respect and dignity. Accordingly, First Waco strongly disapproves of and will not tolerate, condone, or allow harassment or discrimination by or against any of its staff members. This anti-harassment policy prohibits harassment based on biological sex, race, age, color, national origin, and physical/mental disabilities.

**Signature of Acknowledgement and Acceptance**

I, \_\_\_\_\_, have read and understand the expectations, requirements, duties, and responsibilities of the Director of Children's Ministry job description. I understand that this position is at-will and should not be considered a contract of employment. I also understand that this job description is not designed to cover a comprehensive listing of activities, duties, or responsibilities required for this job. I also understand the duties, responsibilities, and activities may change at any time with or without notice and that I may be asked to perform other duties as assigned.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date