

BRANSON UNITED METHODIST CHURCH

Director of Children's Ministry

JOB DESCRIPTION

Purpose Statement: *Branson United Methodist Church's Children's Ministry exists to make new disciples of children for the transformation of the world. The unique way that we will do this is fulfilling our purpose of knowing God, loving Jesus and sharing God's love with all by teaching (Biblical foundations), providing experiences (fun, relevant worship celebrations), and modeling (sharing our faith and love of God), so that children may know, love and share.*

Vision: *Kids who know God, love Jesus and share God's love with all.*

General Description:

- Direct, organize, and supervise all children church activities of children 0-12 years of age.
- Part-time – 15 hours per week
- \$10,000 annual salary

Responsibilities:

- Direct, organize and supervise Children's Ministry in cooperation with the goals of the Children's Ministry Team and the Pastor.
- Ensure Child Care is available and fully staffed. This includes scheduling assistants or volunteers and providing or safeguarding appropriate care of all children in the nursery/childcare.
- Develop and maintain supportive relationships with children and their families.
- Maintain and pursue *Safe Gathering* standards for all program activities, as well as volunteers.
- Coordinate and communicate activities with the front office and during staff meetings.
- Schedule all activities in accordance with the church calendar maintained in the church office by the Administrative Assist.
- Arrange transportation as needed. Maintain current written instructions from parents of children regarding transportation preferences, adults authorized to pick up youth and emergency information.
- Utilize *Cokesbury* curriculum materials or other Bible-based curriculum as approved by the Children's Ministry Team and the Pastor. Provide input into the ordering of educational materials with the Children's Ministry Team and the Pastor.
- Attend weekly staff meetings as called by the Pastor and meetings of the Children's Ministry Team.
- Communicate via e-mail, phone, mail, or in person with parents regarding programs and activities.
- Be available at church for children and their families. Due to the nature of the ministry, flexibility is understood.
- Submit articles for the church newsletter (Flame) monthly.
- Be available on Sunday mornings, Sunday School, designated children's worship opportunities and celebrations.
- Plan and coordinate annual Vacation Bible School experience.
- Coordinate and bridge resources, and outreach activities with other ministries in the area.
- Recruit campers for United Methodist Summer Camps.

Qualifications:

- Have a genuine love and sense of caring for children.
- Demonstrates Christian character and commitment in daily life and the ability to articulate a personal faith journey.
- Education – college experience (child development/education course work a plus) and previous experience working with children preferred.
- Maintains confidentiality as appropriate and accountable with church resources.

- Physically capable of sustained activities with children.
- Previous work with children in a church structure preferred.
- Safe Gathering certification required
- CPR and First aid safety training required
- Valid driver's license and meet BUMC vehicle insurance requirements.
- Have general computing skills (i.e., word, database, spreadsheets, publisher and power point).

Employee's Signature Date

Pastor's signature Date

Train up a child in the way he should go, and when he is old, he will not depart from it. Proverbs 22:6