

BRACKEN UNITED METHODIST CHURCH

Job Description for Director of Children's Ministries

Purpose:

Express a Christian witness and assist individuals in their spiritual growth as they witness the love of Christ.

Create an environment of love and respect in which children from birth through 5th grade will be enabled to know Jesus Christ as their personal savior. Develop spiritually and numerically the strongest possible ministry with children.

Qualifications:

- Be excited by and for children
- Background and/or experience in Children's Ministry
- Background and /or experience in Child Development or Education
- Enthusiasm for creating new programs and support of existing programs
- Able to embrace the theology of the United Methodist Church.
- Background check and valid driver's license required

General Responsibilities:

- The position is salaried working approximately 20 hours/week (obligatory duties on Monday, Wednesday and Sunday plus additional time as necessary).
- Plan and coordinate programs and activities for the children of Bracken United Methodist Church (birth – 5th grade) including:
 - a. Weekly Sunday school (all children)
 - b. Weekly Children's Time in Worship
 - c. Weekly Midweek children's ministry
 - d. Weekly Nursery (details below)
 - e. Summer Vacation Bible School
 - f. October Fall Festival
- Work in cooperation with the Youth Director and the Preschool Family Ministries Coordinator to form a more cohesive offering for all children/youth. As well as with Sunday School Teachers/Volunteers and the Pastor. The goal is intergenerational-family ministry.
- Attend weekly Staff meetings.
- Know the parents of children, their family situation, and the needs of their children.
- Be responsible for publicity and advertising. (Children's Ministry page on Website, Facebook, Instagram, Worship slides).
- Prepare an annual budget and present it to the Finance committee in October of each year for the calendar year, January through December. Include expected income as well as expenses. Operate within that budget.
- Secure, train, facilitate, evaluate, and coordinate laity in the varied tasks of doing children's ministry at Bracken United Methodist Church.
- Coordinate the staffing, facilities, and scheduling of the nursery for infants to 3 years old. Lead/supervise employees and monitor their hours.
- Seek out and attend appropriate opportunities for continuing education suitable for creating new Children's ministries and enhancing existing children's ministries.
- Follow all guidelines in the Child-Youth-Adult Safety Policy as adopted by Bracken United Methodist Church.
- Other duties as assigned by the Pastor/Staff Parish Relations Committee

Accountability:

- Will be accountable to the Senior Pastor and the Staff/Pastor Parish Relations Committee with an ongoing and annual evaluation process.
- Hired on a six-month probation period
- Notify the Pastor if there is a need for absence from your responsibilities.

Benefits:

- Two weeks paid vacation per year, including four Sundays off
- Compensation can be withheld in cases where absences have exceeded vacation time in relationship to regularly scheduled workdays.
- Salary will be paid twice monthly
- Salary is \$20,000 Annually

Please submit resume to pastorba@gmail.com.