

## **Bracken United Methodist Church**

### **Job Description for Director of Children's Ministry**

**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 5<sup>th</sup> grade will be enabled to know Jesus Christ as their personal savior. Encourage them as leaders in the church and be willing to take that faith walk alongside them. Re-build and grow (both spiritually and numerically) this ministry.

#### **Qualifications:**

- Be excited by and for children.
- Background and/or experience in Children's Ministry or Education
- Be a self-starter who can operate with minimal supervision
- People oriented, friendly, professional, positive, and able to work as a member of a dynamic team. Prompt communication is crucial with other staff and church members.
- A spiritual life that is a model for children and their families. Able to embrace and teach the theology of The United Methodist Church.
- Enthusiasm for creating new programs and support of existing programs.
- Background check and valid driver's license required. Safe Sanctuaries trained by UMC.

#### **General Responsibilities:**

- The position is salaried (20 hours per week) with emphasis on Sunday, Monday at church and Tuesday, Wednesday at preschool.
- Plan and coordinate weekly programs and activities for the children of the community and Bracken UMC.
  - a. Weekly Sunday school
  - b. Weekly Children's Message in all worship services
  - c. Weekly children's and youth ministry night (either mid-week or Sunday evenings)
  - d. Weekly meetings with Preschool Family Ministries Coordinator.
  - e. Co-teach preschool chapel bi-weekly.
  - f. Weekly Nursery (details below)
- We have a large preschool on campus. Work in cooperation with the Preschool Family Ministries Coordinator to form a more cohesive offering for all children/youth.
- Organize, train and work with a Children Ministries team of volunteers.
- Organize Summer Vacation Bible School.
- Organize October Fall Festival in conjunction with Pumpkin Patch coordinator.
- Know the parents of children, their family situation, and the needs of their children.
- Be responsible for publicity, advertising, web page and social media.

- 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.
- Follow all guidelines in the Child-Youth-Adult Safety Policy as adopted by Bracken United Methodist Church.
- Other duties as assigned by the Pastor and/or Staff Parish Relations Committee

Accountability:

- Will be accountable to the Preschool Director and Senior Pastor with input from the Staff/Pastor Parish Relations Committee with an ongoing and annual evaluation process.
- Hired on a six-month probation period
- On-campus work hours only, adjusted for time spent with children at their off-campus activities.

Starting salary \$19,000 per year (20 hours/week).

Please send resume to our office at [admin@brackenumc.org](mailto:admin@brackenumc.org).

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