

# United Methodist Church of the Dunes

## Director of Children Ministries

### Position Description

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**Purpose:** To oversee the children ministries (infant-5<sup>th</sup> grade) and nursery of the church.

**Position Summary:** At the Church of the Dunes, we believe that “growth in the knowledge and grace of Jesus Christ” is a lifelong journey, the foundations for which are laid in our early years. This person oversees the nursery and children ministries that seek to grow all children (infant through 5<sup>th</sup> grade) in the knowledge and grace of Jesus Christ. Primarily this involves coordinating and organizing age-appropriate programs and events, and recruiting, training, and equipping lay leaders to lead the programs and events.

#### **Position Responsibilities:**

- The nursery will be a safe, nurturing environment for babies and infants.
  - Staff nursery at appropriate levels for designated church events and assign staff duties.
  - Ensure that child safety procedures are in place and followed.
- Children’s Sunday School and all other children’s programs will demonstrate, teach, and nurture the love and grace of Jesus Christ in our church children from toddler through 5<sup>th</sup> grade in a safe environment.
  - Recruit, train, and empower a Children’s Council to develop age-appropriate programs with goals, outcomes, and evaluations.
  - Recruit, train, coach, and equip volunteers to implement programs established by the Children’s Council.
  - Ensure that children are safe and safety procedures are followed.
- Strong and growing children’s ministry requires excellent administration.
  - Interview, conduct criminal background checks, orient to church policies and procedures, train for specific jobs, and provide child abuse prevention training to all volunteers and nursery paid staff before allowing them to work with children. Annual reviews will be conducted with paid nursery staff.
  - Maintain all needed records on children, such as parent/guardian contact information and attendance records.
  - Submit an annual budget to the Finance Committee and, once approved, monitor and adhere to the budget. Church spending and reimbursement policies will be followed.
  - Communicate with the church membership along with children volunteers and staff. All forms of communication will be used to inform.
  - Continue to personally grow in faith through prayer, study, and inquiry.
  - Work with other church staff and the Senior Pastor as a team to accomplish the larger church mission of equipping members to be faithful disciples, sharing the Good News, and demonstrating and reflecting the love of God.
- Communicating with congregation through articles in the monthly newsletter (*Dunes Digest*), church bulletin and announcements at church.

#### **Qualifications:**

- Bachelor’s degree in education or a ministry-related field preferred.
- Leadership experience in Christian Education preferred.
- Understanding of, and commitment to, United Methodist theology and practice.

**Core Competencies:**

- Planning and organizational skills.
- Leadership and management skills.
- Integrity and value theological inquiry.
- Computer, writing, and communications skills.
- Develop and manage budgets, as required.

**Reports to:** Senior Pastor and Staff Parish Relations Committee

**Hours:** 25 hours per week

**Part-time:** exempt position

**Effective:** May 2018