**UUMC Director of Children’s Ministries Job Description**

Date of Hire: Supervisors: Ministers

Average # hours per week: 20 Salary per year: commensurate with experience

**Qualifications:**

Mature adult Christian with a heart and passion for Christ, the UMC and

Children’s Ministries. Educational background with children and experience working with

children is essential. Must have good people skills; the ability to recruit and work with

volunteers; and organize and carry out children’s ministries and activities for UUMC.

• College degree preferable

• minimum of 3 years experience with children’s ministry

• familiarity with the United Methodist Church’s structure and doctrine

• strong organizational and administrative skills.

**Responsibilities:**

1. Primary responsibility is the Sunday School ministry of children from pre-K through 5th grade.

This entails the following: recruit teachers for all classes; provide materials and resources to

teachers; train teachers as necessary; and provide written communication about the Sunday

School to parents.

2. Work with the volunteer Children’s Ministry Team to plan, organize and carry out all

children’s ministries for UUMC including: third grade Bible Sunday; third grade Bible class;

acolyte training; VBS; the Harvest Festival; and the Easter Egg Hunt.

3.Coordinate and lead special programming for the Tweens (3rd-6th grade), meeting weekly on

Sunday evenings during the school year. This program should include lessons and mission

opportunities, as well as fellowship. This will also serve as a bridge for our older elementary

students, preparing them for Sunday Night Youth Group.

4. Supervise the Nursery Ministry of the church. The Nursery Coordinator will report to the

Children’s Director. Assure that the Nursery policies are being upheld, the children are being

well cared for, and the building is clean and maintained. Also, act as a liaison between the

Nursery and the church, helping to assure childcare is available whenever necessary.

5. Research other successful children’s ministries for ideas to improve UUMC children’s

ministries and implement new programming.

6. Attend a yearly children’s ministries continuing education event at the expense of the church.

7. Work with the director of communications to: publicize children’s events to the church and the

larger community; and develop a children’s ministry brochure.

8. Contact visitors to children’s ministry events and follow up with personal invitations to

children and their parents to all the ministries the church offers them.

9. Work closely with the clergy and other program staff through attendance at the weekly staff

meeting to coordinate the calendar and plan events.

10. Coordinate a calendar for Preschool Chapel leaders for the school year that includes yourself,

the pastors of UUMC and any other staff or volunteers you recruit.

11. Coordinate a calendar for the Teaching Moment with Young Children in the Sunday worship

services that includes yourself, the clergy of UUMC and any other staff or volunteers you recruit.

12. Regularly attend worship to greet and minister to the families of UUMC and visiting families

and share the invitation to join in children’s ministry activities at UUMC.

13. Other UUMC duties as needed and agreed upon with the supervisors and SPRC.

**Apply:**

Send resume to Courtney Monk, [courtney@universitymethodist.org](mailto:courtney@universitymethodist.org).