

## **Wallingford United Methodist Church - Director of Children's Ministry**

*Note: A candidate may apply for this position along with the Director of Youth Ministry to create a 30 hour a week position.*

**Reports to:** The Director reports to the WUMC pastor, collaborates closely with the Director of Youth Ministry, and is evaluated by the pastor and a representative of the Staff Parish Relations Committee.

Wallingford United Methodist Church (WUMC) is a church of 150-200 members and friends that celebrates diversity, affirms the inclusiveness of God, and actively works for peace and justice locally and globally. We seek to minister with all people, regardless of race/ethnicity, socio-economic status or sexual/affectual orientation. We affirm that everyone is a person of sacred worth.

### **Position Description**

The Director of Children's Ministry (birth through 5<sup>th</sup> grade) is an enthusiastic and progressive Christian with a passion for working with children. He or she has the education and experience required to work successfully with other staff and church leadership to develop, implement, and oversee programs for children in support of the ministry of WUMC. This is a 15 hour per week position that includes evening and weekend responsibilities.

### **Primary Responsibilities**

- Recruit, train and support volunteers for the children's programs
- Plan, design, and carry out children's programs and activities, working in partnership with the Director of Youth Ministry and the pastor.
- Supervise child care during worship
- Be present in the life of the church as time allows
- Communicate weekly with WUMC pastor and other staff members to coordinate activities with other WUMC and church building use activities. Attend staff meetings when requested by WUMC pastor
- Advocate for children within the congregation
- Manage the administrative aspects of the Children's Ministry, such as budget, records, mailings, working in partnership with the CYF Ministry Team
- Attend training to be able to ensure that Safe Sanctuary policy is publicized and implemented

### **Desired Outcomes**

- Children's programs are operating as planned.
- Attendance at Children's events expands.
- Current children and their families are positively engaged in program activities.

### **Qualifications & Competencies**

- Exhibit Christian faith and call consistent with WUMC's progressive teachings

- Convey a genuine concern for and enjoyment of children
- Exhibit empathy, welcoming and supportive presence
- Function as a team player and maintain positive working relationships
- Maintain healthy boundaries between self and others
- Maintain a healthy work/life balance
- Exhibit enthusiasm for working with a diverse and inclusive faith community
- Practice strong interpersonal and communication skills
- Understand the stages of faith and spiritual development.
- Excel in project management and implementation
- Demonstrate excellent organizational, planning, goal-setting, and time management skills
- Effectively use technology to communicate with the congregation and publicize events and activities

**Hours and Compensation:** The Director is a 15-hour a week position at \$20.00 an hour. The director should generally expect to be in attendance and onsite for educational programming including Sundays.; however, the Director has some flexibility to determine hours worked. Hours should average 15 hours a week over the course of the year; however, hours can be flexed between weeks so that more hours are available during busy periods (e.g., Easter and Christmas) and fewer hours are worked during slower periods (e.g., summer months). The Director will have four Sundays off each year as part of vacation but will be expected to be present on Christmas Eve and Easter.

*If one person is hired for both the Director of Children's Ministry and the Director of Youth Ministry, a stipend for health insurance will be added.*

**Wallingford United Methodist Church is a progressive, reconciling church and an Equal Opportunity Employer.**

**Application: Please send resume and cover letter.**