



Moran United Methodist Church

*Embrace. Inspire. Serve.*

## **Director of Children's and Family Ministries**

**Position:** Part-Time/Non-Exempt (15 hours/week)

**Reports To:** Pastor, Staff/Pastor-Parish Relations Committee (SPPRC)

**Supervision:** Volunteers

**Job Summary:** The Director of Children's and Family Ministries is responsible for the administration, supervision, and leadership of the programming for children and families at Moran United Methodist Church. The primary charge of this position is to provide meaningful programs so that members of the congregation can better understand God's calling for the church and their own lives, feel supported in their growth in Christ, and use their gifts in service to others.

### **Essential Duties and Responsibilities:**

- 1. Work with others to develop, implement, and evaluate the Children's and Family Ministries of the church**
  - a. Work with the Pastor and the Sunday School Volunteers to evaluate the current program and needs.
  - b. Plan for short- and long-range programs that will provide diverse opportunities for children and families of all ages, backgrounds, and interests.
  - c. Oversee the Children's Sunday School program, ensuring year-round opportunities for children of all ages.
  - d. Provide regular activities for children and families, including but not limited to, game nights, movie nights, and other activities for spiritual growth, fellowship, and service.
- 2. Recruit and train volunteers.**
  - a. Recruit Sunday School teachers and helpers
  - b. Train and provide support, care, feedback, and appreciation to volunteers
  - c. Secure substitute teachers as needed
  - d. Teach and/or substitute as necessary
- 3. Communicate effectively about the Children's and Family Ministries**
  - a. Report directly to the Staff/Pastor-Parish Relations Committee and the Pastor for the satisfactory fulfillment of all functions and responsibilities
  - b. Attend Church Council meetings as scheduled to represent the Children's and Family Ministries
  - c. Attend staff meetings as scheduled

- d. Promote Children's and Family Ministries in worship, church newsletter, social media, and other church activities to build continuity between these ministries and the rest of the church.
- e. Participation in other activities of the church, including Summer Vacation Bible School, Fall Festival, Christmas Program, and others.
- f. Communicate regularly with parents and families through in-person contact, email, and social media about programming and opportunities.
- g. Communicate with visitors, helping children and families to get connected with the ministries of the church.

#### **4. Administer Safe Sanctuaries policies**

- a. Implement Safe Sanctuaries policies and procedures, ensuring that all activities are in compliance with the policy and that all volunteers who work directly and regularly with children have background checks on file.
- b. Assist with annual review and updates to policies to ensure that we maintain a safe and nurturing environment.

#### **5. Coordinate resources and curriculum**

- a. Facilitate evaluation and selection of Sunday School curriculum, in consultation with the Pastor
- b. Coordinate with Sunday School teachers to assess teaching supply needs
- c. Coordinate use of all audio-visual materials and equipment
- d. Develop, recommend, and administer the ministry budget, to be submitted annually (Fall) to the Finance Committee.

#### **Qualifications:**

- At least 21 years of age
- Hold a Bachelors Degree and/or prior effective ministry leadership
- Be a committed follower of Jesus Christ, seeking to know, love, and serve God.
- Understand and be able to champion the church's purpose, vision, and journey, as well as the theology and traditions of the United Methodist Church
- Demonstrate at least a basic knowledge of child development and understand the importance of providing a safe and nurturing environment for children.
- Ability to listen and communicate with people of all ages through oral, written, and electronic communication
- Ability to work collaboratively with other ministry leaders, to delegate responsibility, and to follow up in order to complete tasks
- This leader should show genuine interest in responding to the hopes, needs, and concerns of children and families in the community.
- Certified (or willing to become certified) in CPR/First Aid

#### **Compensation**

\$12.00 to \$15.00 per hour, depending on experience.