



## Director of Children's Ministry

### General Description

The Director of Children's Ministry is responsible for the coordination and oversight of activities at Gig Harbor United Methodist Church that support children preschool through 5<sup>th</sup> grade and their families. This person develops, promotes and coordinates a balanced program of activities that ensure faith development and their sense of belonging to a congregation. The candidate needs good people skills to nurture team building with staff, volunteers, and the congregation, and must be able to provide a supportive environment for children and their families.

The position of Director of Children's Ministry is 10-15 hours per week.

### Responsibilities:

- Sunday School. Coordinate all aspects of the Sunday School program, including location, time, and teachers.
- Choose appropriate curriculum, providing lessons and materials for volunteer teachers in order to provide an integrated Christian formation experience.
- Greet children and parents at Sunday worship, helping them understand options for engagement. Follow-up with visitors.
- Recruit and train volunteer leaders to teach Sunday School.
- Communicate regularly with team members, parents, and staff.
- As the needs of our families change, lead, coordinate and design programs that will help families and children build community, engage spiritually, and experience mission and ministry.
- Coordinate Children's Moment for Sunday worship; lead it occasionally.
- Support Vacation Bible School.
- Other duties, as assigned

### Relationships:

The Director of Children's Ministry is hired by the SPRC and accountable to that body through the supervision of the pastor. The Director of Children's Ministry is expected to maintain close contact with staff and congregational leaders.

Additionally, candidate is expected to:

- Attend and participate in staff meetings and check-in meetings with pastor
- Submit yearly budget and oversee budget expenditures
- Plan and publish calendar for special events and coordinate with master calendar
- Record hours worked and submit timesheet
- Submit bulletin announcements and newsletter articles, as needed. Promote program in appropriate communication avenues for families.
- Attend continuing education workshops approved by the pastor and SPRC

**Desired Qualifications and Attributes:**

Friendly, warm, committed to Christian Faith  
Committed to hospitality and working with all families, no matter their make-up  
Experience in children's education area  
Ability to work well with others  
Organized, intentional with administrative abilities  
Knowledge of child development

Position is subject to a National Background Check.

2019