

First United Methodist Church, Natchitoches LA

Job Description

Title: Director of Children's Ministry

Reports to: Senior Pastor

Position Status: Part-time Salaried with the expectation of averaging 18-20 hours per week.

Salary Range: \$20,000 - \$22,000

Summary Purpose: Responsible for developing and directing the Christian Education Program for Children to include Sunday School and small group study programs, creating environments and processes that foster discipleship to Christ.

Job Responsibilities and Duties:

1. Develop, coordinate, promote and implement a quality discipling education program to include Sunday morning Church School, FUMC Kids activities, VBS, nursery and childcare, missional and seasonal events, etc., which involves:
 - a. Selecting and implementing curriculum for small groups (Currently PreK3-1st grade & 2nd-5th grade classrooms).
 - b. Incorporating worship experiences into ministry strategies.
 - c. Coordinating the planning and execution of occasional service projects. (2 per year is a suggested minimum.)
 - d. Teaching small groups and recruiting and equipping volunteers to teach small groups.
 - e. Leading volunteer teams to effectively organize ministry through excellent planning, communication, training, and vision casting. Supporting and equipping volunteers, empowering them to discipleship ministries by providing encouragement, resources, feedback, and affirmation.
 - f. Filling volunteer positions through recruitment, background checks, assigning roles, training, preparation, etc.
 - g. Continually assessing the needs and flow of all points of Children's Ministry processes, discerning God's leading and purposes, and adjusting where appropriate to best serve the purpose.
 - h. Supervising nursery staff, coordinating volunteers and material needs.
 - i. Coordinating the planning and execution of Vacation Bible School each summer.
 - j. Coordinating music and performance opportunities for children.
 - k. Building relationships with the congregation, especially parents of children.
 - l. Monitoring facilities utilized by Children's Ministry & report any needs or issues to the Church Board. In coordination with the Children's Ministry Team and Church Board, supervise any physical upgrades, alterations or additions aimed at facilitating children's ministry.
 - m. Providing for recruiting, training and scheduling of Acolytes to serve in traditional worship as candlelighters. (Currently Acolytes are scheduled for the first Sunday of each month.)

2. Administering a strategic plan and managing a wholistic program that meets the objectives of the mission and vision of First United Methodist Church. This involves:
 - a. Prompt and professional response to correspondence.
 - b. Thorough and efficient communication with parents regarding updates, announcements, and curriculum details, using print and digital media.
 - c. Assuring Safe Sanctuaries policies are always implemented through training, vetting and appropriate deployment of volunteers.
 - d. Maintaining current records and databases for volunteers and children and families, including volunteer background checks and Safe Sanctuary training and compliance.
 - e. Approving purchases and/or purchasing and preparing supplies for ministry events or administrative services.
 - f. Creating and maintaining detailed files for completed events facilitating future implementation.

- g. Creating and enforcing a Children's Ministries Manual with policies and procedures, updating as needed.
- h. Overseeing a program budget and keeping accurate financial records.

3. Perform other duties as may be assigned by the Senior Pastor

Qualifications: Undergraduate degree or background in education; spiritual and scriptural maturity; Love of children; good organizational, teaching and communication skills; ability to relate to children and parents; self-motivational.

Morality Clause: First United Methodist Church Natchitoches requires all employees to adhere to the standards of conduct outlined in paragraph 2702 of The United Methodist Book of Discipline and the Safe Sanctuary Policies of FUMC Natchitoches. Any violation of these standards or policies will be subject to disciplinary measures. Your signature below signifies agreement to comply with these provisions.

This job description reflects management's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. This job description is not a contract, and FUMC, in its sole discretion, may modify or adjust the position to meet the church's changing needs.