



SUSANNA WESLEY UNITED METHODIST CHURCH

Title: Director of Children's Ministry

Reports to: Pastor

The Mission of Susanna Wesley UMC is to make Disciples of Christ through loving, serving, encouraging, and growing together.

We are seeking an individual who has a heart for ministry and desire to build a Children's ministry program. Susanna Wesley is growing and expanding its ministries.

- A. The Director of Children's Ministry is new part-time position. Sunday's from 8:30 a.m. to 12:30 p.m. Children small group is from 9:30 a.m. to 10:30 a.m. Children's Church departs from 2nd service after the offering. In addition planning and preparation time will be needed.
- B. A laptop will be furnished with Microsoft 360 professional.

Qualifications:

- Committed Christ-follower who feels a call by God into full-time ministry
- Love for children and families
- Strong organizational and leadership skills
- Effective communication skills (written, verbal and interpersonal)
- Ability to build and lead volunteer teams
- Previous experience directing children's ministry (preferred), or equivalent experience in childhood education (other relevant experience can be accepted)
- Competency with basic computer software (Excel, Word, Publisher), and the capacity to learn new software (Canva and Trello helpful)
- Good understanding and skills regarding multiple means of communication
- Ability to adapt creatively in response to a growing congregation

Responsibilities:

- Oversee all programming and ministry for children ages birth – sixth grade
- Choose and prepare curriculum for each program and each age level
- Create environments, activities, and programming for each age group that will facilitate learning and encourage spiritual growth
 - *Age-appropriate classroom environments
 - *Clean, maintained atmosphere in all classrooms
- Recruit, train, schedule, and lead team of Children's Ministry Volunteers
 - *Sunday School Teachers
 - *Children's Church Teachers
- Supervise the Nursery Worker

- Maintain a strategy for reaching and assimilating new children and families.
- Develop and manage the Children's Ministry annual goals in accordance with SWUMC's overall mission
- Track expenditures and maintain budget pertaining to Children's Ministry
- Plan and oversee special events:
 - *VBS
 - *Children's Sabbath (Annually in October)
 - *Fun Nights
 - *Fall Festival
 - *Christmas Party
 - *Easter Egg Hunt
 - *All other related activities and programs for children
- Responsible for check-in procedures
- Track weekly attendance
 - *Give to Administrative Assistant weekly
- Attend scheduled meetings to discuss ministry strategy and effectiveness.
- Attend Leadership Board Meeting the third Thursday of every other month (as needed)
- Other duties as assigned by the Pastor
- Assist with Children's Message on Sunday's, in coordination Children's Church or Sunday School classes as needed

SUSANNA WESLEY UMC COMPETENCIES & EXPECTATIONS:

- Fully embraces the mission, vision, and values of SWUMC
- Be reliable, take initiative and be self-motivated
- Use appropriate judgment in the areas of discretion, sensitivity and confidentiality
- Have a cooperative, healthy, and motivating relationship with supervisors, coworkers and volunteers
- Be a continual learner to develop new skills and hone current ones
- Attend continuing education classes or training related to Children's Ministry when schedule will allow
- Be trained in "Safe Sanctuary's Manual" (mandatory)
- Willing to take CPR and First Aid Certification
- Must pass the Criminal Background Check (mandatory)

Relationships:

- Performs the above responsibilities under the direction and supervision of the Pastor
- Supervises and directs Children Ministry staff and volunteers (nursery workers and volunteers)
- Receives support from other ministry staff
- Meets with the Pastor and staff (Monthly Staff Meeting – Saturday 9:00 to NLT Noon) to coordinate activities, assist in strategic for the children's ministry, participate in the visioning of Susanna Wesley, etc.

- Participates in the Leadership Board Annual Retreat to plan and vision
- Cooperatively evaluate the Children's Programs and curriculum for affirmation and evaluation
- The SPRC will also be available to provide support and hear concerns
- Works closely with all areas of ministry within SWUMC