



CENTENARY UNITED METHODIST CHURCH

429 MAIN STREET

SHELBYVILLE, KENTUCKY 40065

(502) 633-4510

WWW.SHELBYVILLEMETHODIST.COM

Ministry Description for Director of Children's Ministries

A Part -Time Position

(Revised January 28, 2014)

Character

The successful candidate for the position will be a person who displays Christian character and maturity. The lifestyle of this individual will reflect a commitment to Christ and the Church.

Chemistry

The successful candidate for the position will understand that they are part of the ministry team of Centenary United Methodist Church. This team is comprised of both the church's staff and its laity. The success of the entire ministry is of paramount importance. Each member of the church's staff must be committed to work toward the success of the ministry of the church as a whole.

For the Director of Children's Ministries, part of that teamwork is found in the recruiting, equipping and interaction of a Children's Ministry Team (CMT), Sunday School teachers and nursery attendants.

Core Requirements- Competency

While experience and formal training are a definite plus, the primary qualifications for this position are:

- a passion for discipling children (newborns-fifth graders) and their families into a vibrant relationship with Jesus Christ through a variety of approaches to ministry and, most importantly, developing relationships with children, youth and adults in ministry to the whole family
- an ability to work in and with groups
- gifts in administration and organization to coordinate ministry efforts
- a successful communicator so that all may be aware as to what is taking place within the ministry

Time Requirements

This position is typically a 20-hour a week position. This time is spent in bi-weekly staff meetings, Wednesday night and Sunday morning programming as well as in the planning and execution of special events. Most of the work is flexible and much of it will occur outside "normal" office hours.

Connection

The senior pastor of Centenary United Methodist Church, under the supervision of the Staff-Parish Relations Committee (SPRC), provides oversight for all church staff on a day-to-day basis. Each staff member is assigned a liaison by SPRC to facilitate communications and foster relationships. Evaluation of each new staff member is done following a 90-day probationary period, after which evaluations are done on an annual basis.

Benefits

See current Centenary UMC Employee Handbook regarding benefits for full-time and part-time staff.

Specific Duties

- **Provides direction of the Children's Ministries at Centenary**
 - Is the primary vision-caster of the direction of the ministry
 - Recruits, trains and serves as primary resource person for the members of the CMT
 - Works with the CMT to plan and implement a variety of ministry activities that will: introduce children to the person of Jesus, strengthen their relationship with him and help them grow in their faith
 - Works with Children's Sunday School workers to insure coordination of ministry efforts, facilities and curriculum
 - Communicates with families to keep them adequately informed as to activities and needs of the ministry
 - Serves as an advocate for Centenary's Safe Sanctuaries' policies
- **Provides direction for Nursery Ministry**
 - Works with SPRC to hire and evaluate paid nursery staff
 - Insures they are properly credentialed to safely (e.g. CPR certification) oversee nursery
 - Insures proper communication takes place
- **Represents the needs of our children and those who minister with and to them to the larger church**
 - Serves as a member of the Grow/Discipleship Team
 - Attends Church Council meetings
- **Serves as part of Centenary's overall ministry team**
 - Attends and participates in regular staff meetings
 - Recognizes that they are a part of a larger ministry team and is committed to the success of Centenary as a whole not solely their portion of the ministry.
 - Responsible for other duties as assigned by the Senior Pastor

Please send resume to the attention of Pastor Knipp centenary.pastor@twc.com or by mail to Centenary United Methodist Church 429 Main Street, Shelbyville, KY 40065