

**POSITION DESCRIPTION & RESPONSIBILITIES:
DIRECTOR OF CHILDREN'S MINISTRIES**
(Revised 9/12/18)

The Director of Children's Ministries works with children (ages nursery through grade 5) through church programs and community activities. The Director has an authentic Christian faith and a commitment to see others grow into Christian disciples. The Director is a spiritual lead, role model, mentor, organizer, communicator, evaluator, counselor and advocate for children and the children's programs.

The Director develops and oversees programs which will establish a solid community of faith marked by:

- Expressing the love of God, sharing the Good News of the gospel, and building fully committed followers of Jesus Christ,
- Developing resources that are biblical, relevant, and effective,
- Developing genuine caring relationships,
- Building unity around the Wadsworth UMC's Mission/Vision/Core Values.

SPIRITUAL LEADER

1. Exhibit a genuine love for Christ and the Church and a heart for children and their families.
2. Possess concern for the unchurched and see children's ministry as a way to draw people to Christ.
3. Facilitate a Christ-centered, Spirit-led children's ministry.

RESPONSIBILITIES

1. Develop and oversee a coordinated plan that cares for the Christian learning of all children served by the church, the unchurched, and first-time visitors.
2. Create a process for assimilation of new children and their families into the life of the ministry and church family.
3. Establish a culture of call for children, including their place to serve their church, their community and their school.
4. Coordinate children's ministries such as Sunday school, VBC, Junior Church, and other family ministries as they are needed.
5. Serve as a church resource person for the Wadsworth Christian Preschool and work in coordination with the Director of the Wadsworth Christian Preschool.
6. Participate in weekly staff meetings and monthly leadership and team ministry gatherings.
7. Build relationships with families helping them make connections with other ministries throughout the life of the church.
8. Collaborate with the Director of Student Ministries to ensure seamless transitions and family-friendly calendaring.
9. Oversee the church's Children Protection Policy, planning training, overseeing certification and updating regularly.

TEAM LEADER

1. Direct the Children's Ministry Advisory Team in planning all aspects of Children's Ministry.
2. Coordinate with other teams related to Children's Ministry such as VBC, and other associated ministry teams, which may include coordination with the Director of Student Ministries for 5th and 6th graders.
3. Advocate for children and their families as a staff representative on Church Council as well as other teams and committees as needed.

ORGANIZATIONAL SKILLS

1. Excellent verbal and written communication skills by utilizing the bulletin, Circuit Rider, website, and other tools to communicate with parents, volunteers and staff.
2. Coordinate children's activities and programs in conjunction with Student Ministries' calendar, the local school calendars and the general church calendar.
3. Foster a team approach in recruiting and training volunteers.
4. Delegate and administer multiple programs: Sunday morning children's classes, VBC, Children's music program, as well as any new ministries that might be appropriate
5. Perform administrative duties such as organization and ordering of supplies and curriculum and overseeing budget as related to Children's Ministries.

6. Use needs assessments and team spiritual gifts inventories in identifying persons gifted to serve in children's ministries and activities.
7. Use ministry evaluations in determining the effectiveness of such ministries and activities.

RELATIONAL SKILLS AND PERSONAL TRAITS

1. Excellent interpersonal relational skills with children and adults
2. Patience to work with a variety of ages and types of people
3. Team leader who can direct volunteers
4. A person of integrity
5. Outgoing personality
6. Desire to grow teams and vision forward

ACCOUNTABILITY

1. This person is accountable to the Lead Pastor.
2. As a member of the staff of the Wadsworth United Methodist Church, each employee is expected to demonstrate support for the current mission/vision statement of our local congregation and the annual goals and objectives of the church.
3. Have communication with SPRC liaison.
4. Understand and uphold the doctrinal theology and moral values of the United Methodist Church and work under the supervision of the Senior Pastor.

REQUIREMENTS

- Excellent verbal, written and interpersonal communication skills
- Strong organizational skills
- Ability to foster a team approach and recruit, equip and empower volunteers
- Ability to multi-task and delegate, administer multiple programs
- Willingness to work with necessary committees as well as the church staff
- Participate actively in the life of the congregation, including, but not limited to Sunday mornings
- Background in small group and discipleship ministries
- Complete background check

WORKING HOURS

This is a part time 25 hours per week position.

SALARY

Salaries will be established on an annual basis, usually in the fall for the following year.

BENEFITS

As outlined in Employee Benefit Handbook.

VACATION

As outlined in Employee Benefit Handbook

The vacation schedule will be set each year with the pastor.