

JOB DESCRIPTION

Children's Ministries Director

Main Goal: To provide leadership, oversight, and support for the faith formation of children (infants through grade 5) and their families. This position nurtures discipleship through creative programming, meaningful relationships, and the development of a strong servant leader team.

Hours: Full Time, 40 hours per week

Reports to: Associate Pastor

Directly Supervises: Nursery Ministries Coordinator

Compensation: Salaried Position

Benefits:

- Vacation and paid holidays as defined in the Employee Handbook
- Pension
- QSEHRA: Tax-free reimbursement for employee-paid individual or family health insurance premiums (employee must be the primary policyholder)

Minimum Qualifications:

- A bachelor's degree in a related field is preferred
- Experience in organizing and/or leading children's religious programs or activities
- Passion for helping children know God and grow in faith and discipleship
- Strong communication skills with both children and adults
- Demonstrated ability to recruit and equip volunteers
- Competence in computer and internet communication tools

Personal Characteristics, Skills, and Requirements:

1. Must be a growing Christian, modeling a life of discipleship and service
2. Ability to plan, implement, and evaluate age-appropriate ministry experiences
3. Strong organizational and administrative skills
4. Ability to build and lead a team of volunteers who support children's ministry
5. Warm, approachable, and effective in relating to children and families
6. Able to collaborate with staff and ministry leaders in a team-based environment
7. Maintains confidentiality, demonstrates integrity, and promotes a welcoming spirit
8. Must pass the required background check
9. If hired, must become a faithful member of Powell UMC

Position Responsibilities

Children's Faith Formation

1. Provide vision for ministries that nurture children's growth in faith and discipleship
2. Plan and implement regular Sunday School Classes, midweek programs, and family ministry events
3. Recruit, equip, nurture, and supervise children's ministry volunteers
4. Provide children and families with opportunities to engage in worship
5. Maintain registration and attendance records
6. Evaluate and purchase curriculum and ensure needed supplies are available

Family Engagement and Seasonal Events

1. Plan and lead seasonal and milestone events such as the Family Christmas Eve Service, Vacation Bible School, Blessing of the Backpacks, Bible Sunday, etc.
2. Develop ministry opportunities for children and families to grow in faith together
3. Communicate regularly with families and encourage participation in the life of the church
4. Raise awareness of children's needs within and beyond the church

Team Leadership and Ministry Integration

1. Supervise the Nursery Ministries Coordinator and support nursery programming
2. Actively build and support a ministry team of staff and volunteers
3. Collaborate with other ministry leaders to align children's programming with overall church discipleship goals
4. Participate in church staff meetings and contribute to shared church-wide initiatives

Miscellaneous Responsibilities

1. Develop and manage a Children's Ministry annual budget
2. Be present on Sunday mornings to oversee children's ministries and connect with families
3. Weekly communication of children's activities to the congregation through newsletters, emails, church announcements, and social media (in collaboration with communications staff)
4. Ensure Safe Sanctuaries compliance across all areas of children's ministry
5. Attend worship regularly and participate fully in the life of the church community
6. Support the church's vision and mission through a team-based, Christ-centered approach to ministry