

Job Description for Children's Director

Church Mission Statement:

The mission of First United Methodist Church, Milan, TN is to make disciples of Jesus Christ who know, love, and serve God for the transformation of our community and world.

Job Title:

Children's Director

Reports To:

Children's Director reports to the Senior Pastor in addition to oversight by the Staff Parish Relations Committee.

Position Overview:

Work in coordination with the Children and Family Ministry teams as well as interns and volunteers to foster an environment of spiritual growth and maturation for children and families, focused on developing authentic Christian discipleship. Work cooperatively with the Senior Pastor to promote spiritual growth of families in the church through fellowship, activities and studies.

Job Skills and Requirements:

Education:

- B.S or B.A degree preferred or in pursuit of a degree.

Experience:

Experience with children and/or youth ministries preferred.

Job-related Skills:

- Must be able to work as a team member to further the mission of FUMC, Milan.
- B.S or B.A degree preferred or in pursuit of a degree.
- The candidate shall be committed to the ministry of Jesus Christ.
- The candidate shall possess the administrative skills necessary to perform his or her duties and carry out details, as well as the interpersonal skills for working with children, youth and adults within the congregation.

Roles and Responsibilities:

Plan, coordinate, implement and monitor education, mission and fellowship programming for children ages birth through fifth grade by:

- Coordinating, preparing and equipping volunteers and interns with an emphasis on discipleship to enhance basic Christian understanding, devotion and service, to meet the needs of the children and family ministries and programming of the church. To teach as needed in any children's programs.
- Coordinating with the Children's Ministry Team a master calendar for children and family activities including but not limited to fun activities (camp at Lakeshore Assembly), and special seasonal programs and fundraisers.
- Providing a Children's Church and Children's moment during Sunday services. Offering service opportunities to provide children with mission, community service or work camp experiences.
- Maintaining regular office hours and being available for special appointments. Office hours are Wednesday, Sunday, and one additional day during the week.
- Communicating clearly with staff, volunteers, children, and parents by a wide variety of means available.
- Assisting senior pastor as requested in planning and implementing Confirmation Class experience
- Working with children's ministry teams to submit an annual budget request to finance committee and once approved working within the budget guidelines.
- Providing advocacy and oversight to Safe Sanctuaries policy, as well as ensuring all potential and regular children's workers are Safe Sanctuary trained and have background checks on file.
- Developing relationships with children and their parents in a nurturing way. Call and/or visit children in special-needs situation such as sickness, hospitalization, crisis intervention, death, or other situations in which children may need support or help. Working with Senior Pastor and the potential need of pastoral counseling/intervention for a child at risk.

Develop working relationships with area children and family directors in cooperation with various outreach evangelism and discipleship activities.

As budget allows, attend workshops and personal growth conferences to stay informed of new and effective ways to implement children and family ministry.

Perform other ministry related duties as directed by the senior pastor and as deemed necessary for the good of Milan FUMC's total ministry.

Salary and Benefits:**Proposed Salary:**

- Pay range: \$20,000-\$26,000
- Office Hours to be determined but must include Sundays and Wednesdays
- 20-25 hours per week

Vacation:

- One (1) week vacation, after three months of employment, in the first year of employment.
- Two (2) weeks vacation in the second and future years.

Evaluation and Probationary Period:**Probationary Period**

- Three (3) Months
- Performance evaluation and possible increase in salary.

Evaluation

- Annual evaluation by Senior Pastor and Staff Parish Relations Committee.

Job Clearance:

Fingerprint/Background Clearance Required (This is required by the state for the CLC. The staff had this completed early fall last year.)