

**Minister for Families with Children**  
**Reisterstown United Methodist Church**  
**March 2024**

**Purpose:** Serve as the designated leader of ministry to families with kids (birth - grade 5), providing the guidance necessary to help families develop meaningful connections within the community of faith and children grow in their trust of Jesus.

**Education and Experience**

1. Minimum of two year's previous experience in children's ministry or Christian education required.
2. College credits in youth ministry, Christian education, or theology preferred.

**Ministry to Families with Children**

1. Serve as the leader of children's Sunday School, choosing curriculum in consultation with the pastor and other age-level ministry staff, recruiting teachers, and coordinating needed supplies. Participate on the teaching team on a rotation-basis.
2. Implement regular events to encourage families with children and youth to connect with one another, grow their faith alongside their kids, and be more intentional about practicing faith at home. These may include, but are not limited to: short-term, intergenerational small groups; fun or educational outings; service / mission projects; retreats; holiday celebrations; or events for guardians and kids that take place simultaneously (e.g. an adult small group that meets while kids participate in their own activity).
3. Serve as the coordinator for a summer Vacation Bible School program, which includes recruiting a leadership team to assist with choosing curriculum, recruiting additional volunteers, procuring supplies, managing registration, and training youth and adult volunteers. This may be done in partnership with another congregation, provided that the program aligns with RUMC's theology and values.
4. Plan and coordinate periodic events designed to introduce unchurched families to the ministries of RUMC. These may be community-wide events or events that target a specific demographic. Planning should include determining costs, defining details, and recruiting volunteers.
5. Identify and nurture the gifts of school-age children by inviting and equipping them to serve in worship or other congregational activities. Encourage families to worship and serve together.
6. Offer a designated time for young disciples in weekly worship, recruiting others to share leadership on a rotation basis.
7. Encourage participation in BWC summer camps and equip families with information about registration and RUMC scholarships.

**Planning and Oversight**

1. Maintain accurate records related to children and family ministries at RUMC. Track participants for each activity, ensure timely payments (if relevant), and ensure appropriate permissions are obtained for all children participating in activities / events, including, but not limited to, approval to participate, to photograph, to transport, etc. Maintain records in an easily accessible filing system. Ensure adult leaders responsible have the appropriate forms / documents prior to commencement of an activity / event.
2. Ensure that all individuals serving with children are Safe Sanctuary trained. Coordinate with the office manager to ensure that volunteers have access to online trainings and that their certification is up-to-date. Structure events with Safe Sanctuaries requirements in mind.
3. Ensure fiscal responsibility and oversight of the funds in the Sunday School and family ministry budget. Provide receipts for all activities, materials, and expenses in a timely manner. Ensure all payments / deposits collected are recorded and forwarded to the appropriate financial administrator.
4. Establish routine communications with parents/guardians of kids at RUMC. Provide updates including upcoming events, activities, and information. Communicate using a variety of methods (email, newsletter / bulletin, social media, website) to ensure families receive the information. Ensure communications are timely and allow for adequate planning.
5. Attend staff meetings and serve as a resource for other staff. Be a committed team member.

**Core Competencies and Qualifications**

1. Spiritual leader with deep faith and insight into the biblical story.
2. Shares faith easily, and communicates with children and their families in a relevant way.
3. Has a passion for nurturing young disciples and building a community
4. Offers an inclusive approach to ministry that embraces children of all races, ethnicities, gender identities and sexual orientations; respects families of all structures.
5. Ability to oversee children and maintain order with consistency and fairness.

6. Excellent communication skills, including the ability to convey information clearly to families and the congregation.
7. Ability to build and equip a team of volunteers, and be a team player with volunteers and with staff.
8. Knowledge of United Methodist/Wesleyan theology and the ability to determine which materials are acceptable for use and which are not acceptable or may need to be adapted.
9. Strong organizational skills.

**Reporting**

The Minister for Families with Children will report to the Pastor and shall attend Church Council meetings when requested. He/She may be asked to provide quarterly updates to the Church Council to assist the Council in strategic planning.

**Position Classification**

This is a part-time position with expectations of an average of 20 hours per week. Opportunities for compensatory time off are available in consultation with the Pastor. See Personnel Handbook for additional staff position guidelines.