



As followers of Christ, we **Seek** other in our community, **Serve** their needs **Grow** in the love of Christ, and **Connect** with each other

Job Description for Director of Children Ministries

Benefit Status: Part Time (20 hr/wk)

FLSA Status: Exempt

Ministry Area:

Grow: Christian K-5 Education

Direct Supervisor:

Associate Pastor

Essential Functions:

1. Oversee the ministry of Fredericksburg UMC as it relates to the children of our church. Create and oversee new programs for children in mission, learning and worship. This includes:
 - a. **Sunday school:** Research and prepare all lesson plan materials for Sunday School (preK-5th grade) for the program year (Aug-May). This includes recruitment and training of all volunteers (teachers, helpers and other volunteer teams) for all of the Children's Ministry programs at FUMC. This includes ensuring that all weekly lessons to teachers are copied and prepared for them.
 - b. **Summer Bible Lessons:** Coordinate lesson plans for "one-classroom" model of Sunday school with volunteers during summer months (June-July).
 - c. **Vacation Bible School:** Research, prepare and organize volunteer teams and coordinate plans for Vacation Bible School. Staff member serves as the point of contact for VBS and empowers volunteer teams to lead.
 - d. **Worship Practice/Participation:** Plan Children's Sabbath and other seasonal worship services around Christian holidays (Advent/Christmas, Ash Wednesday, Palm Sunday, Holy Week, Easter) in coordination with Pastors. May be asked to lead Children's moment(s) in worship services occasionally.
 - e. **Special Programming:** Additional educational programming will be coordinated in conjunction with the children's ministry committee. This may include "Kids with Purpose" (mission/service days), Egg-Hunts (EASTER), and other events to engage young families/children within the church.

2. **Community Bridge Builder:** Work cooperatively with Preschool, Music Ministry, Upwards Basketball, and Youth to advocate for children's involvement and potential bridging areas.
3. **Continually pray & spiritually support** the children of the church, and those that work with the children to fulfill God's kingdom on Earth. Pass on necessary pastoral care information to pastors when needed.

Administrative responsibilities:

4. **Oversee Child Protection Policy:** Implement and ensure safe environment practices are being followed as outlined in the Child Protection Policy, and run background checks for necessary employees and volunteers.
5. **Communication & Coordination:**
 - a. Attend monthly Children's Ministry Committee meetings.
 - b. **Church communication:** Create and submit information for the website, email newsletter, update bulletin board seasonally and Children's Ministry Facebook page.
 - c. **Parent communication:** Send weekly emails to Children's Ministry families with updates and synopsis of weekly Sunday School lessons.
 - d. Attend FUMC team meetings and relevant events.
6. **Manage Childrens Ministry Budget:**
 - a. Maintain and oversee the Children's Ministry budget and submit monthly credit card receipts and statements to the Church Administrator.
7. **Church Operations & Record Keeping:**
 - a. **Oversee and work with Nursery Coordinator** in keeping weekly attendance, submitting background checks and employee forms, and monthly budget. Submit the payroll for nursery employees. Work with and delegate to volunteer teams in order to develop a shared leadership system for children's ministry activities.
 - b. **Maintain updated safety records** of registered families including contact info, medical needs and weekly attendance.
 - c. **Submit weekly Sunday School attendance to Church Administrator**
8. **Other duties as needed by supervisor.**

Required Qualifications:

Education:

- College education or work experience in child education or early childhood development *strongly preferred.*

Physical:

- Light lifting for room and event set up/ break down, supply management
- Able to be on feet for up to 2 hours
- Able to sit/ drive church van or personal vehicle as needed for children-related events

Experience:

- Experience working with children and volunteers in a church setting.

Skills:

- Team development and ability to empower volunteers to lead in appropriate areas.
- Passion for Christian Education and committed to ongoing personal and professional growth.
- Collaborative communication skills.
- Strong relational skills and an enthusiastic presence for leading.

Duties and responsibilities are designed to be the essential functions of the job. They do not preclude the performance or related or even unrelated jobs, which may be necessary to properly and efficiently complete all work assignments. Fredericksburg UMC reserves the right to amend job specifications to meet current needs.

Employee Signature/Date

Direct Supervisor Signature/Date