



# Minnetonka

UNITED METHODIST CHURCH

## Ministry Description

Position Title: **Director of Children's Ministries and Community Engagement**  
*Approximately 30 hours/week*

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### Our Mission:

To grow spiritually, numerically, financially and missionally as we seek to make disciples of Jesus Christ for the transformation of the world

**How Position Helps Achieve Mission:** The Director of Children's Ministries and Community Engagement will both develop and grow creative and vibrant ministries for children who strive to transform the world in the name of Jesus, and strengthen connections within and beyond the walls of the church through networking and the coordination of hospitality and events.

**Leadership Structure:** The Director of Children's Ministries and Community Engagement reports to the Pastor.

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### Our Vision:

To be caring, inclusive and Spirit-filled in all we do

### Basic Position Responsibilities/Tasks:

- Fostering safe, inviting and engaging ministry environments for children and adults.
- Recruiting, training, equipping, empowering, nurturing and expressing appreciation for those who teach and/or lead others in discipleship formation, all of whom will follow Safe Gatherings policies.
- Evaluating and selecting children's curriculum that promotes key values such as biblical literacy, community, mission, evangelism, inclusivity, outreach, service and love/care of God and neighbor.
- Overseeing the coordination of weekly programming, Vacation Bible School (VBS) and other discipleship opportunities that arise.
- Developing and maintaining relationships with community leaders, members and businesses, as well as welcoming, following up with, connecting and resourcing families new to or already affiliated with Minnetonka United Methodist Church.
- Engaging children and adults in service to God and neighbor within the church, the larger community and beyond.
- Preparing and delivering weekly Children's Time messages for worship and creating/updating/maintaining intentional practices and tools for children to use that enable them to engage wholeheartedly in worship.
- Coordinating outreach events
- Coordinating Wednesday night dinners, September through May (recruiting and scheduling volunteers to prepare, serve and clean up meals, as needed)
- Participating in weekly staff meetings and regular check-ins with the Pastor.





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### Position Qualifications:

- Demonstrated success in growing children's ministries
- Expertise in recruiting and overseeing volunteer Ministries
- Event planning and coordination experience
- Bachelor's or graduate level degree in related field preferred

- Preparing and following an annual budget and maintaining supplies, files and all documentation pertaining to children's ministries and community engagement.
- Advertising, communicating and promoting children's and outreach ministry offerings to the congregation and larger community through a variety of mediums including social media and personal connections.
- Fulfilling additional duties as assigned.

### Leadership Responsibilities:

- Supervising the paid Nursery staff; coordinating and scheduling Nursery staff and/or volunteers for church events and worship services; overseeing the Nursery environment, supplies and curriculum, when applicable.
- Overseeing volunteers for church events and functions; serving as the primary point person during the preparation and implementation phases.
- Implementing established Safe Gatherings procedures among volunteers and staff.
- Creating and implementing strategies to develop, innovate and enhance the children's, hospitality and outreach ministries of the church, which include goal setting, outcomes and evidence measures.
- Advocating for children, so as to encourage spiritual growth at home and in the life of the church.
- Promoting United Methodist opportunities, mission and church camps.
- Providing regular updates and feedback to the Pastor and Servant Leadership Board.

### Performance Expectations:

- Displaying a love for and belief in Jesus Christ, as well as a passion for the mission, vision, ministries and faith development of Minnetonka United Methodist Church; considers this position a ministry calling more than a job.
- Maintaining an ongoing commitment to personal spiritual growth and a healthy Lifestyle.
- Demonstrating commitment to the inclusivity of all God's people and collaborative teamwork.
- Exhibiting welcoming, prompt and excellent communication and presentation skills (written, electronic and verbal).
- Managing time well and meeting deadlines, adjusting their schedule in accordance with the needs and demands of the position; self-directed and organized.
- Ensuring timeliness when leading and attending functions of the church.
- Upholding strict confidentiality with the pastor, staff and others as it relates to information affecting the overall function and health of the church and its membership.
- Adhering to the policies and procedures outlined in the church's Employee Handbook and publicly supporting the pastor, staff and mission of the church.