

**Director of Children's Ministries
Job Description
Rincon United Methodist Church**

The Director of Children's Ministries will direct and oversee the ministry of pre-school and elementary school age children through the fifth grade; planning, coordinating, and overseeing programs and activities for this valuable group in our congregation and their families to promote spiritual development, Christian fellowship, and involvement in the wider mission and ministry of the congregation.

Ministry Area/Department	Children
Position	Director of Children's Ministries
Accountable To	Pastor & Staff Parish Relations Committee
Ministry Target	Pre-school and Elementary School Children, nursery through the fifth grade
Position Is	Part Time paid staff
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Pastor/shepherd • Mercy-showing • Administration • Teaching • Nurturing
Talents or Abilities Desired	Education and experience in theology and counseling • Strong written/verbal communication skills • Good teamwork skills • Positive role model • Organizational Skills • No criminal record
Best Personality Traits	Compassionate • Dependable • Good rapport with all ages • Strong leadership skills • Self-motivated
Passion For	Ministering to and with young children, with a heart for understanding their special needs and a desire to include this valuable group of people in the ministry of the church
Length of Service Commitment	Internship with length of service to be determined

ANTICIPATED TIME COMMITMENTS

1. Doing ministry/preparing for ministry: 25 to 30 hours per week, including Sundays, Wednesday evenings and some Saturdays. One full day off per week. Available for special occasions and emergencies.
2. Participating in meetings/training: a minimum of one hour a week.

Minimum Qualifications

- Believe and uphold the principles of Christian faith and practice.
- Experience in working with children in a church setting.
- Ability to plan, organize, and implement programs.
- Ability to recruit, equip, organize and work with volunteers.
- Ability to relate to and motivate children.

Education

- Minimum high school diploma. 4-year Bachelors degree in a related field desired. Successful experience working with children in a church setting.

Administrative Relationships

- The Director of Children's Ministries is employed by the Rincon United Methodist Church and is responsible to the Sr. Pastor and the Staff Parish Relations Committee (SPRC).

Duties and Responsibilities

- Helps plan, promote, organize and implement programs and activities for children from nursery through 5th grade, with appropriate emphasis on Bible studies and spiritual growth. Develops programs and activities in coordination with other staff members. Works with Director of Youth Ministries in preparing children for transition to the Youth Program.
- Serves as the staff support person on the Children's Council
- Develops and maintains a monthly calendar of children's activities in a timely manner, and distributes it to the Sr. Pastor, each children's ministry team member, parents, Office Manager and the SPRC liaison to children's ministries at least ten days prior to the beginning of the month.
- Provides updates and other related information to the Office Manager to be placed in the Weekly Church Bulletin, Church Newsletter, and the Church Calendar as required.
- Performs children's sermons in the worship service(s) as needed. Secures volunteers for this program and checks on this program on Sunday morning to ensure that the volunteers are present for worship service(s).
- Organizes and assists with Children's Church. Monitors and checks on this program for Sunday service(s) to ensure that the committed persons are present.
- With Youth Director, organizes and plans Vacation Bible School, Awana program and other events and activities during the school year and summer, ensuring that children from nursery through 5th grade are included and well represented.

General Duties

- Works with the pastor in moving toward common goals in ministry.
- Attends worship services and participates in the services as requested.
- Supports children and their families as directed by the pastors.
- Attends all staff meetings.
- Attends all Administrative Council meetings and other meetings as requested or required.
- Performs other duties as assigned by the pastor or the SPRC.
- Assists in the development of budget items related to children, then works within the guidelines of the approved budgets.
- Maintains a high profile and high level of visibility in children's activities.
- Works within the guidelines of the RUMC Employee Manual, Safe Sanctuaries Policy and other associated church policies.
- Visits children and/or their family members who are hospitalized or otherwise confined due to prolonged illness.

