

**Director of Children and Family Ministries
St. Paul's UMC**

Reports to:	Pastor of Faith Formation	Effective:
Directly Supervises:	None	
Status:	Part Time (25 hours/week) 12 hours Children's Ministries 8 hours Family Ministries 5 hours Intergenerational Discipleship	
FLSA:	Non-Exempt	

Job Summary

The Director of Children and Family Ministries shall be responsible for the planning, coordination, administration and evaluation of all aspects of our ministries for children, pre-k through 6th grade, equipping them to love God and all others unconditionally, seek answers to their questions, and serve God by serving others. Additionally, the Director of Children and Family Ministries will focus on generating intergenerational opportunities for the congregation as part of the Seek Council.

Essential Functions

- Direct supervision of all Sunday morning, mid-week, and seasonal children's ministries programs that includes recruitment, training, and appreciation of volunteer leaders; researching and selecting all teaching materials and curriculum; and overseeing the schedule for leaders and assistants ensuring that all positions are filled each week.
- Oversight of Sunday morning attendance procedure for children and volunteers, including Check-in process.
- Supervise, and schedule Classroom Leaders (paid Child Care staff)
- Act as an advocate for children and family ministries, promoting programs and communicating with the congregation about goals, plans, and needs, through the newsletter, Facebook, website, preservice announcement slides, and other publicity as needed.
- Prepare and administer the budget for Child Care and Children and Family Ministries, exercising proper stewardship over all funds.
- Provide support, training, and encouragement for parents through regular contact, and communication, and, when appropriate, "take-home" family projects.
- Plan and implement opportunities for families to connect and grow together as they love others unconditionally, seek answers to their questions, and serve God by serving others.
- Create and maintain welcoming and age-appropriate rooms for ministries, including toys and equipment.
- In collaboration with the Seek Council, identify and implement opportunities for intergenerational ministry that is attentive to the hopes and concerns and needs of children, youth, adults, and families of all configurations.

Other Responsibilities

- Be onsite on Sunday mornings
- Participate in Program and All Staff meetings
- Participate in Seek Lead Team
- Active member of Seek Council
- Assure all volunteers and Classroom Leaders are up to date on their Safe Gatherings certification; First Aid and CPR for Classroom Leaders

Minimum Qualifications

- Love of children and strong personal faith
- Strong interpersonal skills
- Strong organizational ability and time management skills
- Previous experience with children's ministries is preferred
- Must have high school diploma or equivalent
- Must have current CPR certification and first aid training (or certified before beginning position)
- Must be Safe Gatherings certified (or certified before beginning position)

Physical Requirements:

- Able to move freely in and out of different settings
- Able to speak in public forum

Core Competencies

- **Mission Ownership:** Demonstrates understanding of and fully embraces St. Paul's UMC mission, values and vision. Can articulate and share these with others. Will lead volunteers in articulating and implementing the mission and values of St. Paul's UMC.
- **Biblical Knowledge:** Has awareness of and deep respect for Biblical scriptures.
- **Spiritual Maturity:** Models and practices a vigorous plan of discipleship that includes an active participation in faith development practices. Models and develops humility, teachability, accountability, and servant leadership in all relationships.
- **Interpersonal Skills:** Demonstrates leadership skills and the ability to inspire others. Must listen actively and actively accept constructive criticism. Productively engages and resolves interpersonal conflict. Engages people positively, with a demeanor of optimism and abundance.
- **Team Building Skills:** Guides volunteers in the process of sharing best practices, identifying and solving common problems. Creates and communicates vision, direction, and goals for the teams.
- **Management Skills:** Demonstrates both commitment and flexibility in regularly coaching and training volunteers. Can delegate, empower, and hold volunteers appropriately accountable. Can marshal support to get things done.