



## **LIVING WORD UNITED METHODIST CHURCH**

### **JOB TITLE: Director of Children's Ministries - Full Time**

#### **OVERVIEW:**

The mission statement of Living Word UMC is: "To bring Jesus Christ to all people, strengthen their faith and prepare them for ministry." The members of Living Word United Methodist Church believe that children represent both the present and the future of the church. Statistics show that a child's moral foundation is formed by age 9. More than 75% of all persons who come to believe in Christ as Lord of their lives have made that primary decision by age 9. It is the goal of Living Word to provide spiritual formation for children, their parents, and families to assist in laying this critical moral foundation. A primary goal of Living Word's Children's Ministries will be to prepare a child for a life of discipleship and help parents run the race alongside their child as a spiritual coach.

- The Director of Children's Ministries will coordinate the ministries of Living Word that reach children directly and indirectly by working with lay leaders and volunteers.
- This position will serve the children by leading them into a deeper relationship with Christ by offering meaningful, culturally relevant ministries, without compromise of scripture, in ways that children from birth through 5<sup>th</sup> grade can receive and understand.
- The Director of Children's Ministries must also connect with parents to help them acquire spiritual tools so they can be the primary spiritual trainers for Christian discipleship within their families.

#### **ACCOUNTABILITY:**

- Reports to and is under the overall supervision of the Director of Age Level Ministries and is ultimately accountable to the Lead Pastor
- Provides oversight and/or supervision to children's teachers and ministry volunteers with special attention to children's ministries lay leaders
- Provides oversight and/or supervision to the Early Childhood Center Director and the Childcare Coordinator, including primary responsibility for annual performance appraisals
- Works with and oversees all children's ministries, coordinating with other Age-Level Ministry Directors as part of the ALM Team
- Coordinates with other staff members and works collaboratively as required
- Receives administrative assistance from the Administrative Assistant for Age-Level Ministries, and provides input to the ALM Director for yearly performance evaluation of the ALM Administrative Assistant

#### **DUTIES AND RESPONSIBILITIES:**

The Director of Children's Ministries shall provide and give direction to a complete program of children's ministries, including training of lay leaders and working with staff and lay leaders to attract parishioners to the church's ministries.

- Develop and implement a total children's ministries program aligned with Living Word's mission statement and annual goals including Vacation Bible School.
- Develop specific annual goals for Children's Ministries in collaboration with key lay leaders showing linkage to overall church goals, mission and vision.

- Direct Children's Sunday School programs with particular emphasis on identifying, recruiting, Provides the primary staff liaison role for the Early Childhood Education Center coordinating communications, policy formulation in keeping with Living Word policies, content and curriculum development and approval, and involvement with classes when possible.
- Recommends policy and provides oversight for the nursery and other childcare ministries in accordance with Good Shepherd policy and church ministry needs
- Provides encouragement and support of lay ministry leaders as outlined in the staff liaison role description (see attached)
- Develop and implement written program strategies and plans for permanent capture and communication with lay leaders and volunteers
- Develop and implement training strategies for children's volunteers, leaders, and teachers on an ongoing basis
- Develop program content and methods with final approval by the Lead Pastor.
- Maintain pastoral contact with individuals and families as needed.
- Maintain the visibility on and emphasis of parents becoming the primary spiritual trainers for their children before the church
- Works within the defined annual budget for Children's Ministries
- Oversees Children's special events as planned and approved
- Carry out other assignments in a timely fashion as directed by the Director of Age Level Ministries Director as requested.
- Work with the ALM Director and staff to develop methods to assess whether children's ministries are bearing fruit
- Coordinate outreach Children's content, programs and events with the Evangelism Committee Chair and Communications Director
- Endorse and support the Living Word UMC Staff Covenant.
- Evidence a commitment to the Living Word Mission Statement

#### **GENERAL:**

- The Director of Children's Ministries will be paid a salary determined by the Staff - Parish relations committee in accordance with church policy.
- The salary will be paid on Friday, every other week.
- The Director of Children's Ministries shall understand that emergencies do not always happen during normal work hours, and be willing to respond appropriately
- The Director of Children's Ministries must ensure that all Living Word operating policies are enforced including Good Shepherd and Safe Sanctuary when needed.

#### **REQUIREMENTS:**

- Baccalaureate degree is required. Masters degree with coursework in Christian Education and a focus in Children's Discipleship is preferred.
- Have a passion for Jesus Christ which is demonstrated clearly.
- Experience in designing and implementing a total education and discipleship program for children and their families.
- Demonstrate ability to attract, equip and involve a diverse group of lay people in a variety of children's programs.
- Ability to develop and equip lay leaders and volunteers in ministry programs.
- Experience in working directly with a variety of children and families.
- Ability to relate and work well with other staff members.
- Support and articulate the traditional Wesleyan Evangelical theology for which Living Word stands.