

## POSITION DESCRIPTION FOR:

### DIRECTOR OF CHILDREN'S & FAMILY MINISTRIES (Full-Time)

The Director of Children's & Family Ministries (DCFM) will serve as the primary leader for the children's and family ministries at St. Paul's Church – participating in the overall staff team emphasis of discipleship and disciple-making. The successful candidate will exhibit a passion for the next generation. St. Paul's has a history of dynamic focus on kids. This person is highly relational with the ability to also think administratively. They will design a ministry model that advances the vision of St. Paul's – especially our desire to “create such a compelling environment that children and youth can't wait to bring friends.” This full-time position will have responsibility for the children's ministry staff and volunteers who lead all children from birth through sixth grade. They will lead and grow a Christ-centered, engaging, and relevant ministry for and with kids and their parents, as well as implement a program that fosters community within the overall Church family. They should not be satisfied with only reaching the kids of those who already attend—but should creatively cast vision and execute programming with a goal toward reaching new families. The successful candidate will be a team player that can work alongside the rest of the church staff, being a champion for the mission and vision of St. Paul's Church.

#### Core Responsibilities

- Design, implement, provide vision, and develop ministries targeting children ages birth through grade 6 based on the stated mission and vision of St. Paul's Church.
- Supervise and oversee the children's ministry paid staff – the Assistant Director of Children's & Family Ministries, the Nursery Coordinator, and the Buddy Blessing (Special Needs) Director.
- Design, implement, provide vision, and develop the MOMs program on Monday mornings from 9-11 a.m. during the school year. Coordinate all curriculum selections, resourcing and teacher equipping for the MOMs program.
- Coordinate all aspects of special and annual events – including, for example, Vacation Bible School, Christmas Programs for Kids, etc.
- Provide leadership and coordination for Opening Worship / Key Lesson Talks / Drama Presentations/ etc. for the K-3<sup>rd</sup> Grade program.
- Teach – and substitute teach, as needed – as scheduled within the department.
- Ensure that first impressions for families, security, safe sanctuary policies, and emergency procedures are followed effectively to provide the best possible experience for families; assist in the training of all volunteers in the church's safe sanctuary policies and procedures; and design and implement first time visitor follow up, new baby contacts, and outreach opportunities – including, for example, the Little Library.
- Provide parent resources.
- Recruit, oversee, shepherd, equip, and appreciate volunteer staff as appropriate; foster an environment of positive volunteerism and equip ministry team employees to do the same.
- Regularly communicate with staff and volunteers to ensure coordination of activities and events for children, including holding regularly scheduled children's ministry leadership team meetings.
- Coordinate all curriculum selection, resourcing and teacher equipping.
- Provide regular updates to the Front Office Staff regarding the Children's Ministry for the website and social media to effectively communicate and promote the ministry.
- Work with the Pastors and Worship & Music Director to integrate children in the corporate worship of the Church; equip the children and volunteers for these opportunities; provide leadership, when requested, to any Children's Times in worship.

- Design, resource, and implement a children’s music program – choir/dance/etc. – and other creative programming (e.g., puppet ministry)
- Assist the Buddy Blessings Director, as needed, in the implementation of the Buddy Blessings Ministry for children with special needs – especially in providing administrative support (advertising, securing dedicated space, ordering of supplies, etc).
- Design, implement, provide vision, and develop ministries – along with the Assistant Director of Children’s & Family Ministries – targeting families within St. Paul’s Church and the surrounding community (i.e., Family Ministries).

### **Qualifications and Education Requirements**

- A strong personal relationship with Jesus Christ that is in all areas of life.
- Can articulate an identifiable salvation experience – especially in a way that is understandable to children.
- Be an example of personal integrity, character, and discipleship.
- A life-long learner, always investing in one’s own personal growth as a leader.
- Must regularly attend worship services at St. Paul’s Church.
- Must be able to support and work within the mission, vision, values and focus of St. Paul’s United Methodist Church as well as within the doctrinal standards of the United Methodist Church.
- High relational skills and a love for people – especially children and their families.
- Minimum of a bachelor’s degree.
- Minimum of 3-5 years in education or leadership in children’s ministry in a culturally relevant church.

### **Required Skills**

- Entrepreneurial spirit with ability to effectively implement vision and strategy
- Strong working knowledge of Bible
- Ability to articulate a strong theology of children’s ministry
- Ability to teach effectively in large worship services and smaller gatherings—must be able to implement creative and motivational methods of teaching and training
- Strong organizational and administrative skills—must be able to coordinate details and conduct long-range planning
- Strong written and oral communication skills
- Strong relational skills
- Ability to recruit, lead, equip, envision, and appreciate volunteers
- Ability to develop seamless transition of kids to youth ministries

### **Spiritual Gifts**

- Leadership
- Administration
- Creative Communication

### **Physical Labor Requirements**

- Must be able to traverse property and facility to prepare for and oversee ministry.
- Prolonged periods sitting at a desk and working on a computer.
- Ability to physically stand, bend, squat, and lift up to 25 pounds.

### **Accountability**

- Full-time, minimum 40 hours / week, exempt
- Supervised by and accountable to the Lead Pastor and ultimately, to the Pastor-Parish Relations Team
- Initial probationary period of 180 days, followed by a minimum initial 2-year length of service commitment, renewable annually for 1-year increments.
- Accountable to the expectations expressed in the current church’s Employee Handbook.