



Position: Director of Children's Ministries

Reports to: Lead Pastor

Effective: October 2026

Directly Supervises: Nursery Workers

Status: Part time, approximately 20 hours

Salary: \$24,000-\$28,000

Position Summary:

- The Director of Children's Ministries provides leadership and oversight for the church's ministries with children from birth through fifth grade. The director develops and coordinates opportunities for children to grow in their faith, build meaningful relationships, experience Christian community, and discover God's love through Jesus Christ.

Education and Experience:

- A personal Christian faith and a commitment to helping children grow as disciples of Jesus Christ.
- A demonstrated ability to connect with children and build trusting, appropriate relationships with families.
- Strong organizational, communication, and interpersonal skills.
- Ability to recruit, coordinate, and work collaboratively with volunteers.
- Ability to work independently, manage multiple responsibilities, and communicate effectively with the pastor(s), church staff, parents, and volunteers.
- Successful completion of required background checks and child protection training.
- Preferred: Experience working with children in a church, school, childcare, camp, or other educational setting. Coursework, certification, or a degree in Christian education, children's ministry, education, child development, or a related field. Familiarity with United Methodist beliefs, practices, and approaches to ministry.

Primary Responsibilities:

Children's Faith Formation

- Plan, coordinate, and lead age-appropriate Christian education and faith formation opportunities for children.
- Develop and oversee Sunday school, children's church, Wednesday night programming, seasonal programs, and other activities as determined by the church.
- Select curriculum and teaching resources consistent with Christian faith, United Methodist theology, and the church's mission.
- Help children learn biblical stories, develop spiritual practices, participate in worship, and grow in their understanding of God's love.
- Coordinate special events such as Vacation Bible School, Advent and Christmas activities, Easter programs, and family ministry events, as assigned.

Volunteer Recruitment and Leadership

Recruit, train, equip, and encourage volunteers who serve in children's ministries.

- Develop schedules and clearly communicate expectations and responsibilities to volunteers.
- Build a supportive team environment in which volunteers feel valued and prepared.
- Provide appropriate supervision, feedback, and ongoing support to volunteers.

Family and Congregational Engagement

Build relationships with children and their families, helping them feel welcomed, connected, and valued by the church.

Communicate regularly with parents about programs, schedules, activities, and opportunities for involvement.

Encourage parents and caregivers in their role as the primary spiritual influences in their children's lives.

Work with the pastor and other ministry leaders to strengthen connections between children, youth, worship, and the broader congregation.

Safety and Administration

- Implement and follow the church's child protection policies, Safe Sanctuaries policies, and applicable United Methodist guidelines.
- Ensure required volunteer screening, background checks, and training are completed and documented according to church policy.
- Maintain appropriate attendance records, registration information, emergency contacts, and other ministry records.
- Coordinate classroom supplies, curriculum materials, room preparation, and program budgets.

Communicate regularly with the Lead Pastor regarding ministry progress, needs, challenges, and opportunities.

Program Development and Evaluation

- Assess the needs of children and families and identify opportunities to strengthen the ministry.
- Evaluate programs regularly and make recommendations for improvement.
- Develop new opportunities for children and families to connect with one another and with the church.

Participate in staff meetings, ministry planning, and other church activities as appropriate to the position.