

## **Gay Street UMC - Director of Children's Ministry**

### **Job Description**

#### **Position Overview:**

The Director of Children's Education is responsible for providing inspirational and encouraging leadership to provide vision and direction for all aspects of children's ministry (nursery/preschool-6<sup>th</sup> grade). This includes identifying and recruiting gifted servants to employ as partners in team ministry that care for the spiritual growth and well-being of all children (within the church, the community and beyond). Generally, this position must:

- Select appropriate and effective Sunday school educational curriculum and employ teams to implement per classroom
- Coordinate and provide inspirational leadership for special programs for children's ministry such as: Easter season, Fall (back to school), and Christmas season
- Provide inspirational leadership for Vacation Bible School
- Encourage, equip and empower lay servants/teams

#### **Primary Responsibilities – \*All Staff must be able to pass a background check and be Safe Sanctuary Trained**

- **Sunday School Educational Programs**
- Will love God, love God's children, and be dedicated to inspiring their spiritual growth through nurturing families in their spiritual journey
- Select curriculum materials and educational tools for Sunday morning programs for infant through 6th grade
- Implement tithing seasonal focus for Children's Ministry to coordinate with the overall mission of Gay Street UMC
- Help to create a welcoming and nurturing atmosphere on Sunday mornings
- Recruit, equip and empower gifted and passionate servants/teams to teach/co-teach Sunday School classes and care for God's children in the nursery
- Coordinate a substitute teacher list on Sunday mornings as needed
- Ensure classroom supplies are available for classrooms for the sake of equipping teachers
- Guide and encourage teachers to keep seasonal decorations current
- Continual education development to keep up to date with current children's ministry trends
- Record and track attendance of Sunday school classes

#### **Additional Responsibilities**

- **Lead and inspire teams for Vacation Bible School (VBS)**
- Lead and inspire teams for receptions with volunteers & church staff after children's events (Christmas play, Easter Egg Hunt, Teacher Appreciation, and Christian Education Sunday etc.).
- Provide assistance and teachings to other ministries within the church such as Confirmation as needed and requested
- Attend regular staff meetings, retreats and board meetings as requested
- Work with appropriate committees, church leaders and staff to carry out the mission and ministry of the church
- Encourage and support new and emerging children's ministries (future ministries such as Kid's Hope mentoring, Respite ministry for children with special needs, Royal Family Kids Camp)

### **Financial Responsibilities**

- Visionary planning for Children's Ministry budget
- Prepare budget reports as requested
- Reconcile budget as needed

### **Reporting Responsibilities**

- Directly reports to Lead Pastor
- Builds a trusting and prayer filled relationship with their SPRC liaison
- Seeks to work within the team environment with integrity and transparency

### **Skill Set/Education Requirements**

- Has a personal and passionate relationship with Jesus
- College degree (either BA or BS) minimum; Masters in Christian Education preferred
- Leadership skills necessary to recruit, equip and inspire servant ministry
- Ability to work within a team environment with integrity and transparency

**Hours: Part-time starting at 20 hours**

**Rate of compensation \$16,000 - \$18,000**