



# Springfield United Methodist Church

*Leading People To Follow Christ*

## Children's Director Job Description Springfield United Methodist Church

The Children's Director shall be a well-trained professional, committed to Jesus Christ and to ministry with children and their families. The Children's Director shall possess the administrative skills necessary to perform his or her duties and carry out details, as well as the interpersonal and relational skills for working with children and adults within the congregation. The Children's Director will be responsible for working with children who are in the age range of infancy through fifth grade.

### **Vision:**

**To present the message of God's love in Jesus Christ that meets children on their level; enabling them to understand that they were created for a purpose and God has a special plan for their life.**

### **Mission:**

1. **Recruit, train, encourage and support lay people in various volunteer ministries of working with children in our congregation.**
  - a. Provide regular training sessions for ALL children's ministry workers/volunteers.
  - b. Have regular meetings for planning and programming with volunteers, workers, and teachers.
  - c. Identify and recruit potential children's ministry workers to serve as Sunday School teachers, nursery workers, children's church workers, along with other program volunteers.
  - Ensure that ALL potential and regular Children's Ministry workers are Safe Sanctuary trained and have a background check on file.***
  - d. Locate and utilize valuable resources relevant to children's ministry.
  - e. Organize and implement the summer Vacation Bible School program.
  - f. Continually organize annual children's activities for all children within the children's ministry. (Egg hunt, Breakfast with Santa, Promotion Sunday, Bibles for rising 3<sup>rd</sup> graders, Fall Festival, Christmas Cantata, and other activities)
  - g. Organize, implement, and provide leadership for programs, such as:
    1. Sunday Night J.A.M.
    2. Toddler Tuesday
    3. Wonderful Wednesday
    4. Children's Church for 8:30 am and 11:00 am worship
  - h. Create and publish volunteer and leader schedules for ALL activities/programs.
  - i. Continuously develop the leadership and discipleship skills of children's program volunteers through personal example, devotionals and practicing the means of grace.
2. **Support teachers and volunteers in planning, programming, and developing special events for the children's ministry.**
  - a. Work closely with the Senior Pastor, Children's Coordinator, Children's Ministry Leadership Team, and other workers to develop educational and informative programs for children and their families.
  - b. Develop a quarterly calendar of children's programs and events. Make sure these events are given to the Church Secretary to be placed in the Weekly Messenger, bulletin, church calendar, and on the website.

- c. Help implement children's programming by ordering needed materials and handling setup details for events.
  - d. Plan and provide an annual teacher training for all those working with the Children's Ministry in the church.
3. **Work with Senior Pastor, Children's Ministry Leadership Team, and Education Committee to coordinate Children's Ministry into the total ministry of the church.**
- a. Provide the Education Committee with information about quality resources for curriculum materials.
  - b. Offer ideas and personal input about future goals for the church's ministry with and for children.
  - c. Develop a partnership style of ministry with the Senior Pastor and other members of the church staff.
  - d. Work to develop relationships with area church Children's Directors to promote ministry to children and their families.
  - e. Continually evaluate activities, programs, and events against the vision statement and the goal of **R**eaching **O**ut to **C**hrist's **K**ids (R.O.C.K.).
  - f. Be amenable to performing other duties as deemed necessary for the good of SUMC's total ministry.
4. **Build relationships with the parents of children in the church.**
- a. Visit children and their families in their homes.
  - b. Provide resource seminars or events for parents based on their needs.
  - c. Call and/or visit children and parents in pastoral-need situations such as sickness, hospitalization, crisis intervention, death and other situations in which children or their parents may need help or support.
  - d. Meet with parents at least once a year to communicate about the Children's Ministry programs, calendar, volunteer needs, parental concerns, etc.
  - e. Work as a professional with the other ministry staff to provide for the pastoral needs of the congregation.
  - f. Attend workshops and personal growth conferences to stay informed on new and effective ways to implement children's ministry.
  - g. Lead the congregation members as they establish long-range goals and short-term objectives for an ongoing children's ministry in the life of the church.

**Accountability:**

1. The Children's Director shall be accountable to the Senior Pastor and amenable to the Children's Leadership team and Staff-Parish Relations Committee (SPR).
2. The Children's Director will submit a monthly report to the Administrative Board on past and upcoming events and other related information.
3. The Children's Director will attend monthly Administrative Board meetings.
4. Should the Children's Director feel mistreated by any staff, church member, or committee in the congregation, the Children's Director may discuss any grievances confidentially within the SPR.
5. Be accountable for the maintaining and implementing a Children's program budget.

**Compensation:**

1. Basic salary package (Annually)

Base Salary	\$ _____
Housing Allowance	\$ _____
Utilities Allowance	\$ _____

2. Benefits (Annually)

Retirement	\$ _____
Car allowance	\$ _____
Health Insurance	\$ _____
Social Security Allowance	\$ _____
Books and Subscriptions	\$ _____
Continuing Education	\$ _____

3. Vacation time: \_\_\_\_\_ weeks per year.

4. Other:

This job description is entered into in good faith through a commitment to serve Jesus Christ and the Springfield United Methodist Church on the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.  
(month)

\_\_\_\_\_  
(Children's Director)

\_\_\_\_\_  
(PPR Chairperson)