

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-6th 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 infants 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