

## **Director of Children's Ministries**

The Director of Children's Ministries is responsible for developing and executing a comprehensive ministry for children from birth through fifth grade. With a genuine love for children, the Director will inspire, challenge and equip them for life as maturing disciples of Jesus Christ.

### **KEY RESPONSIBILITIES:**

- **Strategic Leadership and Planning:** The Director reports to the Senior Pastor, and works closely with other staff and lay leadership to identify ministry priorities that align with God's already active mission in the world. The Director will
  - Participate in assigned staff meetings and other collaborative leadership and learning activities.
  - Ensure programs are effectively aligned to meet St. Mark's strategic goals.
  - Assess changing ministry needs and adapt programs to meet those needs.
  - Communicate with the church about ministry opportunities for and with children.
  - Partner with other church staff, committees, and groups.
  - Other duties as assigned.
  
- **Education/Program Development:** The Director is responsible for planning, designing, developing, and implementing children's activities to enhance the children's spiritual experiences and growth opportunities. The Director will
  - Oversee Sunday School, Children's Church, Praiseland, and regular evening programming for children, to include recruiting and equipping volunteer leaders, teachers, assistants, and substitutes, as needed.
  - Organize special events for children and families, such as the Easter Egg Hunt, Fall Festival, Promotion Sunday, Summer Swimming, etc.
  - Lead St. Mark's involvement with the Columbus Area Kid's Camp, including service on site for camp.
  - Train and deploy acolytes for service during worship.
  - Monitor the coherence of curriculum and teaching focus across all children's ministry areas.
  - Other duties as assigned.
  
- **Administration**
  - Supervise nursery operation and employees, so that all major church functions have appropriate and adequate childcare coverage from staff or volunteers.
  - Coordinate all children's ministry communication to children, parents, volunteers, and the whole church family.
  - Manage and advocate for the financial support of children's ministry, including oversight of designated funds and submission of annual budget requests.
  - Along with the Director of Youth Ministries, coordinate St. Mark's commitment to child protection through our Safe Sanctuaries program and policies.
  - Serve as an ex-officio member of the Child Development Center and Preschool Boards, as a sign of the unity of St. Mark's ministries with children.

- Attend all staff meetings and present an update on the activities of the children's ministry.
- Prepare a report on the activities of the children's ministry for each Church Council meeting.
- Coordinate the use of shared space, equipment, and supplies with other St. Mark programs.
- Consult regularly with parents and other stakeholders to evaluate the methods and programs used at St. Mark to teach children about Jesus Christ and their relationship with him. If needed, create a Children's Ministry Advisory Council.
- As needed, develop relationships with schools, churches, and community organizations that support our efforts to nurture children.
- Other duties as assigned.

### **EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent required.
- Minimum of two years Children or Youth ministry experience preferred.
- Sound in personal Christian faith and experience, with a genuine love for children and a commitment to helping them grow.
- Knowledge of and support for an evangelical expression of United Methodist doctrine, polity, and history are preferred.
- CPR and First Aid certifications are preferred.
- Valid Driver's License required.

### **SKILLS:**

- Strong outreach skills, with a passion for sharing the Good News of Jesus Christ.
- The ability to manage both people and resources efficiently and graciously.
- Oral, written, and organizational skills.
- Shows a love of working with children, and a commitment to building and sustaining ministry to and with families.
- Demonstrates knowledge of and a keen interest in Christian programming for children.
- Exhibits knowledge of and willingness to work within United Methodist policy, functioning and organization.
- A dedicated team player able to produce results individually or in collaboration with others to achieve goals of the ministry
- Demonstrates strong interpersonal skills, the ability to relate to children, parents, and all members of the congregation.
- Demonstrates teaching and organizational skills and the ability to communicate effectively through spoken and written word.
- Demonstrates Christ-centered commitment and training and models a deep, mature Christian faith.
- Computer skills necessary; social media usage and knowledge necessary.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is often required to walk short distances, sometimes over uneven terrain.
- Must be able to lift heavy objects, to include children.
- Have ability and willingness to operate church vehicles.

**JOB STATUS**

Part-time, salaried non-exempt.

**WORK ENVIRONMENT**

Work hours that will include some evenings, weekends, and overnight trips in addition to established hours Sunday through Thursday.

Work is performed in a church setting. Noise level is moderate to high. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions and tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.