

Director of Children and Family Ministries

Primary Purpose: To plan, develop, organize and oversee Grace UMC's children's ministry to strategically fulfill our mission of leading our children, families and those yet to come to know, love and serve Jesus.

Professional Responsibility: To recruit, equip and empower members of Grace UMC to serve Christ through Grace UMC's children's ministry (birth – 6th grade). Develop a program that nurtures and grows children's personal faith in Jesus Christ and involves them in the life of the congregation.

Responsibilities:

Oversee Children's Ministry

- Equip and empower individuals to be a part of an effective team ministry. The ideal candidate will develop their team and follow their calling to spiritually and emotionally invest in others, who will do the work of the ministry. We are not asking you to do it all, we are asking you to equip others to share ministry with you.
- Collaborate with the Adult Discipleship Ministry Team and Youth Ministry Team to bring continuity to all programs to ensure consistency in teaching and scheduling.
- Evaluate all children's programs, ministries, volunteers and leaders on a regular basis to ensure effectiveness, vitality, growth, outreach, and life change.
- Develop, organize, and impart effective techniques to empower and encourage parents to disciple their children.
- Plan, lead, and participate in opportunities for children, and for families, to minister through service projects and mission trips.
- Execute special events for children and families during Advent, Lent, and other pivotal Christian calendar seasons.
- Ensure that all volunteers and paid staff who work with children comply with the church's Safe Sanctuary Policy.
- Maintain visibility of the ministry within the community.
- Develop and implement strategies to involve children in Sunday morning worship services, and further enhance children's spiritual development
- Oversee the event specialist position when it involves childcare.

Fulfill Administrative/Pastoral Staff Responsibilities

- Hold regular office hours during the week and attend all staff meetings, trainings and actively collaborate with other church staff and leaders.
- Create a regular and ongoing communication strategy for activities, praises, needs, and concerns to volunteers, parents and the community.
- Oversee the resources for the children's ministry, including developing, submitting and following a budget

- Be available for pastoral care emergencies and other such needs relating to any child (birth – 6th grade) or their family.

Secondary Responsibility (area for future growth):

- Expand ministry beyond children to the entire family
- Create opportunities for families to know and support one another through events beyond Sunday mornings
- Provide training for families to lead their kids on their faith journey (e.g., parenting seminars, leading kids to Christ training, how to have family devotions)
- Resource kids and families with opportunities to serve together within the church and community
- Provide resources and information for summer camps for kids and families

Qualifications: The Director of Children and Family Ministries must have a personal and growing relationship with Jesus Christ as Savior and Lord, a love for children and their maturing in faith, and a heart to train parents in their role as spiritual leaders to their kids. This person must also believe in the authority of the Bible, regularly spend time studying God’s Word, and faithfully attend worship. This individual will continually seek to honor Christ in all relationships and maintain a lifestyle which is consistent with Scripture. A minimum of three years’ experience working with children, along with developing leaders and administering programs, is preferred. An early childhood or elementary education preferred.

This person must have excellent interpersonal skills, teaching gifts, experience recruiting and developing volunteers, and the ability to lead vibrant growing children and family ministries.

The ideal candidate will possess the following:

- Affirmation and agreement of the mission and values of Grace UMC
- Passion for evangelizing and discipling children, as well as resourcing parents
- Strong interpersonal skills with people of all ages
- Clear understanding of Biblical truth
- Calling to cast a clear and compelling vision, and to communicate it effectively
- Lead by enlisting, equipping, encouraging, and entrusting a growing group of volunteers
- Self-directed, teachable spirit, positive attitude, flexibility, and sense of humor
- Ability to encourage creativity and risk taking; to develop new ideas and programs
- Ability to build teams and foster a spirit of team work throughout all areas of the ministry
- Demonstrate forethought, planning, organization skills, and attention to detail
- Proficiency with computers, Microsoft Office, internet, and social media, google docs
- Familiarity with Growing Young, and whole family strategies (Orange, D6, etc.)

Supervision: The Director of Children and Family Ministries will report directly to the Associate Pastor.

Time Commitment: 30-40 Hours