

Chamblee First United Methodist Church

Children's Ministry and PMO Director

The Director of Children's Ministries and PMO will develop, coordinate, promote, and oversee the Christian Education and Program for Children, which includes the weekly Wednesday and Sunday programs for children, Parent's Morning Out program, coordinate nursery needs and staff, and other special programming such as Vacation Bible School, Confirmation, and other children and family outreach programs. The Children's Ministry and PMO Director shall seek to foster a strong education program through building relationships with children, parents, teachers, volunteers, and church leaders that strengthen the children's commitment to the church and growth in faith in Jesus Christ.

Key Responsibilities:

Children's Education and Programs

- Plan, create, implement, and assess Christian (Methodist) education and programming for children from birth through 5th grade in the following areas, Sunday School, Children's Moment and Church, Confirmation, and other seasonal/special events.
- Develop and coordinate children's activities and volunteers for Sunday mornings to include, providing teachers and teaching materials/curriculums for Sunday School classes, leading Children's church, and greeting children/families.
- Develop and coordinate children's activities for Wednesday evening in conjunction with Wednesday Night Suppers to include, providing teaching materials/curriculums for volunteers, securing volunteers for programming, and working with Children's Music Director to incorporate music into Wednesday night offerings.
- Coordinate special programs that involve the children (i.e. Vacation Bible School, Palm Sunday, Blessing of Backpacks, 3rd Grade Bibles, Christmas Eve, and Live Nativity) as well as additional Special Events.
- Grow and build new opportunities for the children to grow their faith in different ways during Sunday and Wednesday programs and services.
- Organize and incorporate children into Sunday's Acolytes activities, along with recruiting, training, and scheduling children and youth volunteers each Sunday.
- Responsible for implementing an effective Vacation Bible School curriculum, which includes communicating and registering children, along with coordinating and training adult and youth volunteers.
- Collaborate with Kindergarten Director to coordinate between Children, PMO, and Kindergarten programs.

Overall Administrative Duties

- Organize and implement scheduling for teachers and volunteers of the children's ministry (including PMO).
- Plan, organize, and implement volunteer training, curriculum planning, and long-range children's ministry plans.
- Ensure Safe Sanctuary Policies are followed always in all programs and events involving children of the church.
- Develop and maintain a relationship with current and new families, particularly through participation in special church and community events.
- Coordinate and develop communications in a timely manner and as effectively as possible with Communications and Administrative Assistant to utilize available resources (email, website, social media, bulletins, newsletters, and bulletin boards, etc.) to ensure communication with children, families, congregation, church leadership, preschool families, and community.
- Responsible for new family tours, registering families for PMO program in Fall and Spring, and effective communications and programming of PMO as a key children's outreach program for the church.
- Actively collaborate, attend, and participate in Children's Council and Family Life committee meetings. Maintain involvement and relationship to other ministry organizations that serve and touch the lives of the children of the church and community.
- Coordinate with Business Director on purchasing supplies and coordinate any facility needs for children activities

PMO and Child Care Staff

- Oversees the recruiting, hiring, training, and supervision of nursery child care staff and PMO Teachers.
- Provides onboarding, formal Safe Sanctuary training, and continuous education and training for PMO and child care staff and volunteers.
- Responsible for scheduling all church nursery/child care staff for Sunday and Wednesday activities, committee meetings, and other special ad-hoc requests for church meetings and events.
- Review PMO and Nursery staff time and submit to Business Director to properly administer pay to child care staff
- Responsible for performance conversations, needs, and reviews of PMO and child care staff.
- Participate in the preparation and development of the budget for the PMO and Children program and staff needs with Children's Committee and Senior Pastor(s).

Education, Experience, and Skills Required:

- 5 years of experience in education, child development, and children's ministry (bachelor's degree in education or related field preferred)
- Must be comfortable working in a church setting. Prior church work experience and/or familiarity with the United Methodist Church preferred.
- Must have an understanding of child development and ability to relate to children.
- Ability to be self-motivated and generate new ideas and programs and who values a team concept of ministry.
- Excellent organization and time management skills with attention to detail and ability to prioritize.
- Must have strong people and communication skills with ability to listen and communicate to people of all ages.
- Portrays a friendly, enthusiastic, and a pastoral heart for working with children, families, and parents along with staff members, church members, and volunteers.

Reports to Senior Co-Pastor overseeing Children's Ministry

Role: Part Time (averaging 30 hours a week) Sunday to Thursday