

# Chamblee First United Methodist Church

## Director of Children's Ministries

The Director of Children's Ministries will create, develop, coordinate, promote, and oversee the Christian Education and Program for Children, which includes the weekly Wednesday and Sunday programs for children, other special programming such as Vacation Bible School, Confirmation, and other children and family outreach programs. Also, responsible for managing the PMO Lead and Nursery Coordinator. The Director of Children's Ministries 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

- Grow and build new opportunities for the children to grow their faith in different ways during Sunday and Wednesday programs and services.
- Plan, create, implement, and assess Christian (Methodist) education and programming for children from birth through 5<sup>th</sup> 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 (programs like Vacation Bible School, Palm Sunday, Blessing of Backpacks, 3<sup>rd</sup> Grade Bibles, Christmas Eve, and Live Nativity) as well as additional Special Events.
- 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.
- 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.
- 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
- Oversees the recruiting, hiring, training, and supervision of two associates, PMO Lead and Nursery Coordinator
- Participate in the preparation and development of the budget for the Children's Ministry 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 25 hours a week) Sunday to Thursday