



JOB DESCRIPTION			
Job Title:	Director of Children's Ministries	Position Type:	Part Time Hourly
Standard Background Check:	Required	Direct Supervisor:	Executive Director/Lead Pastor
Location:	The Gathering at Scott Memorial UMC 409 First Colonial Road	Final Oversight:	Staff Parish Relations Committee (or equivalent)
Level/Salary Range:	Part-time \$12,000 - \$16,000 year Estimated work week is 15-20 hours a week. Flexibility of scheduling is required as there are frequent events on weeknights and weekends	Medical/Dental/Pension Provided:	None
Job Description:			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Coordinate, schedule and advise the volunteers and paid childcare workers for nursery through 5th grade age groups, thorough oversight • Order curriculum for all children education programs • Recruitment and training of teachers and assistants, training of these volunteers. • Arranging and managing substitutes as needed. • Create and equip the Children's Ministry Team to plan, budget, and present special events that address the needs of our children and young families for fellowship and Christian education. There should be at least one quarterly event for children and/or families for both spiritual/social and service-oriented fellowship. • Organize Vacation Bible School each summer by recruiting volunteers, reviewing and providing curriculum, registering participants, and implementing the program. • Supervise the Nursery Paid Staff by arranging for nursery coverage for specific church events and all worship services, checking and signing off on their weekly time-sheets, providing annual evaluations, holding regular staff meetings/trainings and making recommendations for hiring, firing, yearly review and suggested pay increases to the Lead Pastor(s). • Lead an annual Sunday School Teacher Training • Promote children's participation in worship for children through oversight of coloring pages that go along with the sermon themes, preparing the worship bags for children and by encouraging involvement by finding children to volunteer to serve communion, and serve as greeters. • Update and enforce the Child Protection Policy of The Gathering at Scott Memorial UMC. • Communicate and advertise the Children's programs by providing information for bulletins, newsletters, new member's packets, Facebook, the website, and other means of communication. Prepare needed clip board sign-up sheets and following up with those who sign up. • Attend staff meetings as scheduled (estimated monthly meetings). 			

Job Description – Director of Children’s Ministries

- Attend continuing education events as needed and feasible, giving special consideration to those events sponsored by the United Methodist Church.
- Organize Children’s church (during worship service, after children’s moment, about 20 minutes, children return for communion) and train and equip volunteers in this ministry
- Organize and maintain files of background checks on all children’s ministry volunteers and paid staff
- Greeting new families on Sunday morning and orienting them to Children’s Ministries at the church
- Visiting new mom’s and bringing Baby’s first Bible, initiating meal train for new mom’s and families in need
- Oversee Childcare check-in, report problems to Executive Director
- Perform any additional tasks relating to children’s ministry as requested by Executive Director and/or Lead Pastor(s)

QUALIFICATIONS/SKILLS

- The Director of Children Ministries has the primary responsibility of coordinating the ministries program of the church for infants through 5th grade.
- A working knowledge of theology, a philosophy of education, and willingness to adhere to the guidelines of the Book of Discipline of the United Methodist Church.
- Ability to work closely with the Children’s Ministry Team, Sunday School and Christian education volunteers, and Nursery workers, to provide meaningful and effective ministry with children
- Relational skills in working with children and their parents
- Must embrace Christian discipline and United Methodist doctrine and theology.
- Must have vision and a demonstrated ability to plan, develop, coordinate, manage and implement a children’s ministry within the parameters of the United Methodist Church.
- Must have excellent written and verbal communication skills, conflict management skills, and computer skills.

Must possess a proven ability to work effectively with children, parents, diverse individuals, and teams of volunteers.

Job Type: Part-time

Salary: \$12,000.00 to \$16,000.00 /year

Job Location:

- Virginia Beach, VA 23454

Preferred education:

- Bachelor’s

Preferred experience:

- Children or Youth Ministry: 1 year

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	