

Centreville United Methodist Church
Director of Children's Ministry

Reports to: Associate Pastor

Effective: 8/15/2019

Directly Supervises: Volunteers working with children and paid Nursery Managers and
Childcare Staff

Status: Part Time (30 hours)

FLSA: Exempt

Job Summary

The Director of Children's Ministry will provide dynamic leadership and oversight of the children's ministry (age birth-6th Grade) of Centreville Church, including planning and implementing a program that will encourage faith formation through Christian education, fellowship, service and worship.

Essential Functions:

- Work with Children's Council to develop and oversee yearly programs that include Sunday School, Vacation Bible School, family engagement events and monthly special events.
- Select, review and/or develop curriculum for all children's programs.
- Recruit, train and equip adult volunteers.
- Ensure children's Sunday School classes, Children's Church and all children's events are staffed appropriately with adult volunteers.
- Communicate with children and parents to enhance participation and support.

Other Responsibilities:

- Establish and maintain standards of maximum safety and security of children while they are participating in church programs in accordance with CUMC's Child Protection Policies.
- Attend staff, Children's Council and Centreville Day School Meetings.
- Work with Facilities staff to ensure rooms are set up and supplies are available for all children's programming.
- Utilize the church's database system for calendaring, communicating, scheduling and creation of church forms.
- Support the mission and vision of the church and ensure that the children's program is aligned with the vision.
- Schedule the cleaning of toys, linens and ensure toys in the rooms are in good condition.
- Write performance evaluation for paid nursery staff.

Minimum Qualifications:

- Bachelor's Degree preferred
- Experience in working with children's ministry preferred
- Strong verbal and written communication skills
- Excellent interpersonal skills to be able to interact effectively with children, parents and the staff.

- Good organization skills
- Proficiency with Microsoft Office Suite or equivalent
- Medical certification of being TB free within 30 days of hire
- CPR and First Aid certified within 45 days of hire

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must regularly lift and or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Core Competencies:

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of Centreville UMC. Can teach those values to others. Leads Children's Council to identify unique mission and vision for the children's program that is in line with the mission and vision of Centreville Church.
- **Biblical Knowledge:** Able to discuss and interpret biblical truth when applying scripture to life situations. Encourages and designs avenues for children to engage with the scriptures.
- **Interpersonal skills:** Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts constructive criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in love. Engages people positively, with a demeanor of optimism and abundance.
- **Team Building Skills:** Guides leaders in the process of sharing best practices, identifying and solving common problems. Works with leaders to regularly assess the health of teams and groups. Recognizes dysfunctional team behavior and redirects it into functional behavior. Creates and communicates vision, direction and goals for the children's program.