

Providence United Methodist Church
Charlotte, North Carolina

Position: **Director of Children and Family Ministries**

Reports To: Senior Pastor

Date: August, 2010

The Successful Candidate Can Count On:

- ❑ A very competitive salary and benefit package.
- ❑ An excellent team of volunteers.
- ❑ The support and guidance of other staff members.
- ❑ Resources (time and funding) to develop professionally.
- ❑ More than adequate space for an expanding children's ministry.
- ❑ A commitment to further staffing as numerical participation increases.
- ❑ The support of other strong children's programs: music, scouts, athletics, Weekday school, and a collegial relationship with an excellent youth ministry.
- ❑ A culture where staff members are treated with dignity and respect.

Competencies Sought:

- ❑ An enthusiasm for Christian mission with children.
- ❑ A knowledge of childhood development.
- ❑ Skills in recruitment and training of leaders.
- ❑ A call to help children in the fulfillment of the church's vision and strategic plan.
- ❑ Strong skills in communication (oral, written, social media).
- ❑ Personal and professional integrity.
- ❑ A willingness to develop relationships with 40-50 adult leaders of children, and with parents of young children.
- ❑ An openness to continuing education, spiritual formation, and mentoring.
- ❑ A desire to participate in team ministry.
- ❑ A core value of treating members of the congregation and community with dignity and respect.

Basic Objectives:

To develop a team of volunteers in the planning and implementation of a comprehensive program of Christian education with newborns through fifth graders, and their parents; to respond with care to the continuing needs of children and their parents in the Providence congregation, and to offer new ministries in response to emerging needs.

Position Requirements: Bachelor's or Master's Degree in Christian Education; experience in children's ministry and Christian education.

Supporting Staff: Administrative Assistant
Primary Staff Liaison Relationship: Children's Council

Accountability Objectives

1. Responsibility as Staff Member

- a. Serves as a full-time member of the staff (a minimum of forty hours per week); at least one day off per week.
- b. Attendance and participation in weekly staff meetings.
- c. Assists with assimilation of new church families into children's programs by speaking once per month at new member orientations.
- d. Participates in monthly administrative meeting with Minister with Youth and College Students and Administrative Assistant
- e. Is conversant with and supportive of the church's strategic plan (see www.providenceumc.org).
- f. Other duties as requested by the senior pastor from time to time.

2. Ministry Leadership

- a. To recruit, support and direct age level coordinators for children's ministry.
- b. To recruit, support and direct teachers and other volunteers for children's classes.
- c. To provide teaching resources and materials where appropriate.
- d. To secure equipment and supplies within the ministry budget.
- e. To provide ongoing leadership and spiritual formation for teachers.
- f. Establishes the vision for worship education for children and their parents.
- g. Oversees the programming and development of weekly *Providence on Wednesday* (September-April), with assistance from ministry staff.
- h. Plans the monthly senior adult fellowship gathering, with assistance from ministry staff.
- i. Offers monthly children's sermon in worship and leads in worship on an occasional basis.

3. Other Children's Ministries

- a. Ensures the provision of childcare at all worship services (excluding weddings and memorial services), POW, and for some music programs.

- b. Plans and oversees summer programs for children: Vacation Bible School, a Younger Elementary Day Camp, and an Older Elementary Cluster Camp. Initiates new summer experiences for children.
- c. Plans and oversees Older Elementary Fellowship programs each month.
- d. Communicates the congregation's ministry with children through the *Voice* and the website.
- e. Plans and oversees other special educational priorities with children: Worship Readiness, First Grade Bibles, Children's Sabbath, Fall Festival, etc.

4. Administration

- a. Serves as primary staff liaison for the chair of the Children's Council, and assists the chair in planning the agenda for council meetings.
- b. Serves as a non-voting member of the Children's Council, the Church Council, the POW Committee, and the Weekday School Committee. Attends meetings regularly and offers reports where appropriate.
- c. Participates in weekly structured conversation with clergy.
- d. Oversees safety covenants and background checks, with support of the administrative assistant.
- e. Regularly communicates information about children's ministry through the *Voice*, the church website, and with the congregation.
- f. Develops an annual budget for children's ministry, in consultation with the Children's Council.

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