

Director of Children's Ministry Job Description (Exempt)

The position of Director of Children's Ministry provides care, ministry and spiritual formation opportunities and development for kindergarten through 5th grade. The position is 15 hours per week. Job responsibilities include, but are not limited to:

- Recruit, equip, manage, and deploy staff and adult volunteers to assist with children's ministry
- Provide meaningful Sunday school kindergarten through 5th grade, including recruiting and equipping teachers, developing, and providing appropriate curriculum, and assisting with technical support
- Create training aids, including slide shows, videos, and music to support curriculum
- Coordinate fourth grade bible event and ceremony
- Administer requirements of *Desert Spring United Methodist Church Safe Sanctuaries Guidelines for Church-Sponsored Meetings and Events* for volunteers and ensure safe sanctuary environment is maintained
- Provide other supervisory responsibilities as needed
- Order, manage, maintain, and preposition supplies
- As necessary adapt to needs of family such as remote learning and children's special needs
- Create, submit, manage, and maintain the children's ministry and child care budgets
- Attend/view staff meetings
- Participate in Program Ministry Team to help develop online ministry and integrated ministries for all ages

Pastoral Responsibilities:

- Develop positive relationships with volunteers, children, and their parents/guardians
- Support children's families in times of crisis
- Provide spiritual mentoring/direction when needed
- Provide counseling referrals when needed
- Maintain an emotionally, physically, and spiritually "safe space" for children to belong
- Welcome and accept all children regardless of race, gender, orientation, place of origin, family situation, or disability

Job Requirements:

- Minimum of 23 years of age to meet church safe sanctuary requirement
- Some experience working with children
- Support the Purpose of Desert Spring United Methodist Church: "To welcome all people to discover and live a life of purpose through Jesus Christ as together we make a meaningful difference in the lives of others"
- Open and inclusive of all people
- Passionate about children's Christian education
- Outstanding communication skills, both verbal and written
- Proficient in social media and virtual apps/platforms
- Computer literacy
- Team player

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- Excellent organizational skills
- Actively involved in church life
- Able to drive for church events, including maintaining a valid driver license
- Able to work flexible hours
- Successful initial and periodic background check and training

Preferred but not required:

- Prior experience directing children or youth ministry, teaching, or a minimum of a Bachelor's Degree in a related field
- Experience creating and maintaining budgets
- Experience with fundraising for ministry

Important Qualities:

- Self-motivated
- Creative and innovative
- Flexible and open minded
- Positive attitude
- Discerning