**BUDA UNITED METHODIST CHURCH**

Children’s Ministry Director Job Description

May 2018

Job Summary

The Children’s Ministry Director plans, coordinates and leads ministry for children: infants through 5th Grade. He/she provides classes, activities and events that nurture the spiritual growth of children.

Skills

The Children’s Ministry Director enjoys working with children and possesses general knowledge of child development. He/she relates appropriately with children, their families, and the general congregation. He/she exemplifies the Christian faith in all aspects of life. He/she possesses knowledge of the Bible and shares that knowledge openly and lovingly. He/she holds a commitment to Christian theology that is compatible with the doctrine, values and traditions of The United Methodist Church.

Responsibilities:

* Oversees the Buda UMC nursery and supervises nursery staff
* Works with staff and office to coordinate childcare for church activities
* Oversees the children’s Sunday school program
* Plans and implements age appropriate programs and activities
* Plans and coordinates an annual summer program (VBS or similar)
* Plans seasonal events for children such as children’s pageant, Easter egg hunt, etc.
* Recruits people from within congregation to lead Children’s Time in worship
* Chooses curriculum with pastor’s guidance; recruits and trains teachers; provides resources; finds substitute teachers as needed
* Works with pastor to promote presence of and participation of children in worship
* Coordinates recognition and appreciation events for teachers and volunteers
* Forms and leads a Children’s Council for ongoing support
* Communicates with parents and congregation via newsletter, mailings, email, worship bulletins and person-to-person
* Attends staff meetings and Discipleship Ministries meetings
* Works collaboratively with Discipleship Ministries to plan church-wide events, activities
* Provides information to parents about district and conference camps
* Attends meetings, conferences, and/or continuing education events at district and conference levels as offered and/or as needed
* Works with pastor and Finance Committee to prepare annual budget
* Adheres to guidelines of Child/Youth Safety Policy
* Prays daily for children, families, members, pastors and ministries of Buda UMC
* Attends worship regularly and maintains a presence during worship
* Performs other duties as assigned

Miscellaneous

The Children’s Ministry Director works approximately 10 hours per week; office hours are flexible; Sunday morning attendance required.

Employee Signature Date

SPRC Chair Signature Date