

Spanish Fort United Methodist Church
Director of Children and Nursery Ministries

Reports to: Associate Pastor

Supervises: Children Interns, and Nursery Workers/Volunteers

Part Time/Hourly: 20 hours weekly including flex office hours.

Position Description:

The Children's Director serves to work alongside the Director of Family Ministries to fulfill the vision for children's ministry from infants through 5th grade. That vision is to foster the spiritual growth of children by demonstrating Christ's love through activities that enhance their knowledge of the Bible and the love of Jesus. In doing so, the Director of Children and Nursery Ministries provides faithful leadership and oversight including Sunday morning classes, Children's Church during Sunday morning worship, Wednesday night activities, children volunteer coordination across all programs, VBS, Annual Fall Festival, and Summer Camp planning and implementation, as well as helping to maintain traditions within the Methodist denomination.

Primary Responsibilities:

In conjunction with the Associate Pastor, the following responsibilities will be expected:

- Develop and implement an overarching Christian Formation plan outlining what children's spiritual formation, activities, and weekly programming at least 3 months ahead of time.
- Confirm schedules and supplies for weekly programming ministries and, if necessary, lead: large group Sunday schools, Wednesday nights, or Children's Church.
- In conjunction with the Children's Curriculum Specialist, be familiar with curriculum needs and place proper orders to stock classrooms, inform teachers/volunteers of changes, and maintain curriculum budget.
- Recruit, train, and schedule nursery workers for Sunday morning during worship, and various other events on Wednesdays or Sundays.
- Coordinate Sunday Children's Moment during worship service (this will usually be given by the Director of Children and Nursery Ministry or rotated with staff/volunteers in the Children's Department.)
- Recruit volunteers and interns to help navigate the rotation of volunteers, and substitute workers in the nursery, Wednesday nights and Sunday mornings.
- Oversee and maintain the coordination and oversight of children's and nursery area supplies, room set up, etc.
- Willingness to learn and operate an electronic attendance database for children (*Kid Check*.)
- In conjunction with the Associate Pastor and the Children's Leadership Team, lead the Children's Leadership Team in the planning and execution of Annual Events such as the

Easter Celebration, Fall Festival, Palm Sunday, Vacation Bible School, Camp Blue Lake, etc.

- Coordinate volunteers for Sunday and Wednesday nights.
- Participate in extended program staff meetings as they plan and prepare for the future ministry of the church.
- In conjunction with the Associate Pastor, work to coordinate quarterly meetings between Sunday and Wednesday night volunteers.
- Support and care for families, new families, and families seeking a new church home.
- In conjunction with the Associate Pastor, ensure that Safe Sanctuaries policies are updated and communicated regularly to volunteers.
- In conjunction with the entire church staff, be available to undergo yearly safe sanctuaries training evaluations and trainings.
- In conjunction with the Associate Pastor, monthly meets with Children's Leadership Team Chair to help prepare for leadership meetings.
- Attend planned meetings with Associate Pastor, Youth Director, Children's Curriculum Specialist.
- Maintaining communication with parents through email, text, phone, announcements, or meetings.

Additional duties required as time allows:

- Recruitment through working with surrounding United Methodist Churches to discuss and implement creative ways for recruiting, programming, and implementation.
- Ability to advertise information to family's unknown to SFUMC, whether by mail, presentations, events, etc.
- Working in correlation with the Family Life Ministries Committee to help bridge supportive gaps of incorporating family and children into the life of the church.
- Spearheading a study, lecture, or event that provides resources for Christian families, while promoting programming opportunities at SFUMC.
- Representing the SFUMC Children's Program on the conference level by attending meetings (both virtually and in-person) with the Alabama/West Florida Children's Cohort.
- Assessing ways to measure success in improving programming attendance for children's events.
- Providing chapel lessons to preschool students on Wednesday's or other days that can be coordinated with the Preschool Director.
- Building Supportive relations for children as they prepare to transition from children's programming into Catapult youth programming.
- Maintaining visibility on Sunday mornings, during discipleship hour, so that professional and student boundaries are maintained and respected by all volunteers.

Qualifications:

- Experience in and knowledge of child development.
- Minimum 3 years' experience in children's ministry or equivalent
- Bachelor's degree preferred.
- Experience in leading teams of people, recruiting, and experience with volunteer coordination.
- Comfortable speaking in front of large groups of children and volunteers.
- Ability to plan and execute events.
- Alignment with the beliefs and practices of the United Methodist Church.
- Demonstrates a strong faith in Jesus Christ and is committed to living a godly lifestyle.
- Demonstrates a passion for facilitating the spiritual growth of children.
- Detail oriented, organized, strong administrative skills.
- Team-player works well with people, and experience leading teams of people.

Please send cover letter and resume to kitsy@spanishfortumc.org.