

Position Description: Director Children's and Family Ministries

Accountable To: Senior Minister of staff person designated by Senior Minister

General Responsibilities: The Director of Children and Family Ministries sets the strategy and vision for Christian education and disciple development for the children and youth of the church and develops/maintains Christian education opportunities and programming for all aspects of children's ministries as it relates to children (birth – 12th grade). This is a full time position.

Specific Responsibilities:

1. Provide general direction, guidance, and vision for all areas of Children's Christian development, including: Sunday school; Curriculum scope, sequence, evaluation– including seasonal emphasis: Confirmation classes in conjunction with Senior Minister; Volunteer recruitment, motivation, and training; encourage summer camping activities and other programs related to children's programs.
2. Develop new spiritual growth opportunities; Nurture families with children and youth through personal contacts, including new members and visitors
3. Serve as Safe Sanctuaries Coordinator
 - a. Ensures all volunteers are adequately reviewed/trained in the adopted Safe Sanctuaries Policy
 - b. Schedules regular training opportunities for CPR classes
 - c. Reviews policy annually with Safe Sanctuaries Committee for needed corrections, updates, etc.
4. Supervise volunteers and the resourcing of Children's Moments and Children's Church (11:00 Service) and Nursery (9:00, 11:00 Services and Sunday School) by:
 - a. Recruiting parents and teachers
 - b. Developing and supervision of a rotation schedule
 - c. Developing or supplying lessons for Children's Church
 - d. Orient and supervise paid Nursery Staff
 - e. Providing safe and child-friendly environment for Children's Church
5. Provide an annual Vacation Bible School program and develop a VBS budget:
 - a. Recruit VBS leaders, teachers, and helpers and oversee registration and advertising
 - b. Organize VBS week coordinating with other church activities, including use of facilities
 - c. Purchase/order supplies for VBS week in a sufficient preparation time for volunteers
6. Maintain a good working relationship with the Child Development Center through periodic meetings with the CDC Director
7. Develop and administer the Children's Ministry and Education related budget areas.
8. Work with Youth Intern to coordinate with volunteers to plan and lead regular UMYF programs for middle and high school youth that include spiritual growth programs, retreats and trips, mission activities and Sunday school classes. Supervise and work with Youth Ministry Intern as the opportunity presents for congregational youth ministry intern placement at Washington Street UMC.
9. Coordinate with other service areas and church council committees to insure integrated program delivery.
 - a. Work with cooperation with the trustees to ensure a safe, clean, and adequate physical environment for all children and youth activities, including projection of future needs.
 - b. General administration duties will include maintaining appropriate records, reports, and statistics, coordinating calendar, space, staffing and financial resources with staff and volunteers, and communicating plans and accomplishments effectively at staff and council meetings.
10. Attend worship services and other church functions.
11. Attend weekly staff meetings and district and conference children and your director activities

Qualifications:

- Bachelor's degree in education or related fields, or equivalent on the job experience
- Knowledge and proficient use of children and youth worship and Sunday school curriculum.
- 2 – 5 years' experience in a church setting is preferred

- Strong organizational capabilities, the ability to recruit and motivate volunteers
- Strong, proactive communication skills
- Proficient in computer technology and Microsoft Office programs
- Demonstrated ability to own and drive programs
- Willingness to embrace the ideas of the Wesleyan tradition and the mission of Washington Street United Methodist Church is required
- Ability to work effectively with minimum direction