



**Position Description**

<b>Job Title:</b> Church Staff with Emphasis on Children’s Ministry	<b>Revision Date:</b> Tentative 2022
<b>Salaried, Full Time with Benefits</b>	<b>Benefit Range:</b> \$34,000 - \$42,000

**Purpose of Position:** This individual is responsible for the development and implementation of the vision, strategy and tactical elements for all programs, activities, events and educational aspects related to Children's Ministry. Responsible for the support of church wide volunteer recruitment, training, scheduling, recognition, and administrative tracking.

**Responsible to:** This is an evolving position that reports director to the Pastor and works collaboratively with the Children’s Commission.

**Qualifications and Requirements:** We are seeking a Christ centered, passion for ministry with children and families, caring, compassionate, energetic, and well-organized individual with demonstrated expertise in communications and excellent interpersonal skills.

Previous experience directing children’s ministry preferred. Preferably have an educational background in Christian Ministries, Biblical Studies, or a related field, (or equivalent experience).

Proficient computer skills, including database software, word processing and publishing, and social media.

**Children’s Ministry Responsibilities:** This position ministers to children from infancy through 5<sup>th</sup> grade. It includes, but is not limited to, the following responsibilities:

- Provide leadership for children’s programs either directly or by recruiting leaders
  - Children’s Message
  - Nursery
  - Children’s Church (preschool through 5<sup>th</sup> grade)
  - Children’s Fellowship (Sunday evenings)
  - Kids 4 Jesus (Wednesday evenings)
  - Parenting Class (Wednesday evenings)

- Children's Retreat (March)
- Parents Night Out (May)
- Vacation Bible School (June)
- Summer Hangout (June through August)
- Day Camp (August)
- Children's Christmas Program
- Maintain consistent communication with parents via newsletter, website, etc.
- Work with families to develop parenting skills
- Serve as a resource and support person for volunteers
- Implement fellowship activities including the summer months
- Utilize the preschool as a source of growth by inviting families to various events
- Manage the children's ministry budget
- Obtain and file parental permission/release forms

**Volunteer Coordinator Responsibilities**

- Recruit, screen, interview, and train new volunteers
- Obtain clearances for new volunteers
- Ensure compliance with the Ono UMC Safe Sanctuary Policy for all volunteers
- Track clearances using the CCIS program for all volunteers; informing volunteers when action is required
- Create and maintain a process to match willing volunteers with various volunteer opportunities within the congregation
- Provides ongoing training and supervision of volunteers.
- Support and enhance the work of current ministry teams through strategic partnerships with existing volunteer leaders.

**Meeting Requirements:**

- Attend weekly staff meetings as set by the Pastor
- Attend bi-monthly Administrative Council meetings and provide a report
- Attend quarterly Christian Education meetings and provide a report
- Attend Staff Parish meetings upon request
- Chair Children's Commission meetings as needed

Performs other duties as assigned.

Acknowledgement

Name \_\_\_\_\_ Date \_\_\_\_\_