

## **Director of Children and Family Ministries**

Position Description  
Faith United Methodist Church  
2708 33<sup>rd</sup> Avenue NE  
St. Anthony, Minnesota 55418  
(612) 781-3167, Fax (612) 781-4538

### Purpose of the Position

The Director (1) provides specific leadership for the coordination, implementation and evaluation of Faith's education, formation and fellowship programs for children and families (2) implements a system of recruitment, training, support, and supervision of volunteers in the area of children and family ministry, (3) provides staff support in the area of children and family ministry.

### Three Key Responsibilities:

**Provides specific leadership for the coordination, implementation and evaluation of Faith's education, formation and fellowship programs for children and families.**

In cooperation with the Christian Education Ministry Team:

1. Provide input for planning and coordinate the development and implementation of unified and comprehensive Christian faith formation for children from birth through 5<sup>th</sup> grade – including Sunday School, Wednesday evening children's music programs and acolyte program – and for parents and family members of children and youth.
2. Fill in as substitute teacher when needed.
3. Create learning opportunities and support groups for parents of young children.
4. Work towards greater integration of Faith's various age groups.
5. Lead Faith UMC in affirming and celebrating families that include children and/or youth, helping them to know that their church is a safe and nurturing environment where they can know the love of God and grow in their faith.
6. Identify and promote education and faith formation needs for non-senior adults, particularly families with children and/or youth.
7. Network with area organizations that offer resources in the area of children and family ministries.

**Implements a system of recruitment, training, support, and supervision of volunteers in children and family ministry programs.**

In cooperation with the Christian Education and Shared Ministry Teams:

1. Identify, recruit and train volunteers to organize, teach, lead and implement classes and fellowship activities for children and families.
2. Encourage teams to promote creativity, energy, shared responsibility, and a sense of community among all the volunteers who minister with children and families.
3. Aid volunteers by being familiar with a variety of curriculum materials and other resources for study and growth in keeping with United Methodist teachings and theology.
4. Supervise and evaluate volunteers making adjustments as needed.

5. Assure that effective communication occurs within the church and community promoting and inviting greater participation within the ministries for children and families.
6. Offer appreciation and thanks to all the volunteers affirming their call and recognizing their efforts.

**Provides staff support in the area of children and family ministry.**

1. Create and organize (budgeting and calendaring) needed teams and short-term task forces.
2. Work cross-functionally with Faith's other ministry teams, especially in the areas of worship and music, hospitality, communications and marketing, and outreach.
3. Participate in children's time in worship as needed, facilitate children's participation in worship.
4. Provide staff support for ministries sponsored by the Christian Education Ministry Team.
5. Be present on Sunday mornings for worship and education hour.
6. Attend staff meetings and represent the staff at the Christian Education Ministry Team meetings and various task forces as needed (Rally Day, Advent, Lent).
7. Oversee attendance and record keeping, children's birthdays, the tracking of budgets, and the ordering of supplies for children and family ministries.

What We're Looking for in a Candidate

- Bachelor's degree with theological training preferred
- Experience in recruiting, training, and supporting volunteers
- Enthusiasm, creativity and organizational skills
- A love for children and the ability to relate well to them
- Experience in leading children's educational ministries
- Some Biblical or theological skills to develop and implement ministry
- Prefer four years experience working in the Christian Education field or its equivalent
- Ability to build teams, work cooperatively, and train persons to be leaders
- Ability to express one's own faith while being genuinely open-minded to the differing beliefs of others
- The ability to relate to and inspire persons of all ages – outgoing and approachable
- Excellent communication skills
- Flexibility, openness to growth and change
- Prefer an understanding and appreciation of United Methodist tradition and theology
- Flexible schedule to assist with children and family ministry events
- Basic computer skills
- Personal transportation

Reporting Relationship

The Lead Pastor will supervise the work of the Director of Children and Family Ministries. The Director will work within a staff team environment.

Hour Expectation

This position is part time, includes weekends and some evenings.

Compensation

Salary is competitive and commensurate with experience and hours.