



### Information for Job Announcement

**Job Title: Director, Children's Ministry**

**Job Location: Trinity United Methodist Church  
Denver, Colorado**

Trinity United Methodist Church is located in the heart of Denver at 18th and Broadway. Inside this historic church, a wealth of contemporary programs and people provide opportunities for all to experience the love of Jesus Christ. Learn more about Trinity's worship, programs and events at [www.trinityumc.org](http://www.trinityumc.org)

Trinity is seeking a full time director of Children's Ministries. The position will be responsible for Christian education programming, serving children from birth through 5<sup>th</sup> grade; recruiting and supervising paid staff and volunteers to adequately staff all classes, Vacation Bible School, special events and nursery. Qualifications include Bachelor's degree in related field; demonstrated knowledge and abilities related to Christian education for children; ability to lead and inspire a diverse team in order to accomplish children's ministry programs and mission.

### **Trinity United Methodist Church Job Description**

Position: Director of Children's Ministry

FLSA: Exempt

Accountability: Senior Minister

#### **Objective or Purpose of Position:**

The Director of Children's Ministry is responsible for development, selection, or creation of age appropriate program curricula to provide Christian education for the children and families of Trinity United Methodist Church in learning the Christian faith, the stories of the Bible and what it means to be a United Methodist within a welcoming, caring and safe environment.

**Primary Duties and Responsibilities:**

- Discern the best program curriculum and delivery method for all classes of the children's weekly Christian education on Sunday mornings.
- Recruit, nurture, and supervise all volunteers and paid staff for children's and nursery classes and other children's ministry events.
- Ensure complete training for volunteers and staff in the education, care, and all safety procedures of Trinity United Methodist Church including knowledge of, and adherence to the Safe Sanctuary Policy.
- Ensure that the nursery is appropriately staffed on Sundays, during the week and any other special occasions as scheduled.
- Team with the Children's Ministry Council to organize and implement special events for the children and families of Trinity United Methodist Church.
- Plan, coordinate and execute all facets of the annual Vacation Bible School (VBS) program.
- Develop relationships with families of children attending Sunday School, VBS and other events.
- Stay in touch with the children in Sunday School and other special events at Trinity by regularly contributing as a teacher in the classroom, worship, or in special events with families.
- Regularly inform and coordinate publicity needs for children's ministry program with the Director of Communications.
- Meet with paid staff and volunteers on a regular basis to offer leadership and support.
- Provide annual performance evaluations for all paid staff.
- Ensure that all teaching materials and classroom supplies are in stock and available in the classrooms when needed.
- Operate programs within the designated budget for the children's ministry at Trinity United Methodist Church.
- Participate in educational opportunities for Christian educators when time and budget allow, as well as membership in Christian Educators Fellowship of The United Methodist Church to stay up to date on programs, events and other information to enhance the program offerings at Trinity United Methodist Church.
- As a staff member and program leader of Trinity United Methodist Church, participate in worship, meetings and other events, as needed and/or directed by Senior Minister.

**Qualifications:**

- Bachelor's degree, preferably in a field appropriate to position
- Work Schedule: Full-time
- Salary: Annual
- Other Essential Factors: Able to climb stairs without aid, able to lift at least 10 pounds, able to operate personal computer and basic software programs, ability to use a mobile phone (for emergencies)
- Subject to: Successful Background Check