

ST. ANDREW UNITED METHODIST CHURCH

Job Description Form



Department	Children's Ministries	Job Title	Director of Children's Ministries
Latest Revision Date	April 2014	Reports to	Executive Director of Program Min.
	Type of position: Full-time	Hours	<u>40</u> / week <input type="checkbox"/> Exempt

GENERAL DESCRIPTION

Supervise and oversee all aspects of the St. Andrew United Methodist Church Children's Ministries

KEY RESPONSIBILITIES

- Understands and supports the mission and vision of St. Andrew and effectively utilizes the Children's Ministry to help accomplish those goals.
- Creatively uses the Children's Ministry to reach out into the surrounding community thus bringing new families into St. Andrew.
- Coordinates and oversees all Christian education functions for children from birth through Grade 5, including Sunday School and Vacation Bible School.
 - Recruits, trains, and supervises teachers, teen-aides and substitutes.
 - Supports, nurtures, and encourages those involved in Children's Ministry (the children, their families and the volunteers who serve) through emails, website postings, modeling in the classroom, one-on-one mentoring and phone calls.
 - Evaluates and selects curriculum.
 - Oversees curriculum training for teachers
 - Insure teachers, aides and substitutes are familiar with polices, procedures and Safe Sanctuary.
 - Teaches or empowers another to teach Safe Sanctuary classes.
 - Coordinates annual events, such as Fourth/Fifth grade ministry events, Third Grade Bible, Advent Festival Pageant, Family Lenten Festival.
 - Oversee children's baptisms and interface with Clergy for preparation and scheduling.
 - Supervises screening process for all children's volunteers and paid staff, maintains proper records.
- Supervises Program Assistant, and Childcare Coordinator.
- Serves as interface with Rainbows International/National organization. Oversees volunteers and site coordinator for the Rainbows program.
- Leads in the preparation and management of the annual budget for Children's Ministry.
- Promotes Children's Ministry through any/all available forms of communication.
- Oversees the Children's Ministry section of the St. Andrew website, keeping it current on all upcoming events.
- Other duties as assigned by the Executive Director of Program Ministries or Clergy.

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SKILLS, KNOWLEDGE AND EXPERIENCE REQUIREMENTS			
<ul style="list-style-type: none"> • Deep and growing commitment to Christ. • Strong, demonstrated experience in children's Christian education. • Ability to supervise, recruit, train, and mentor a variety of skilled and unskilled staff, including part-time childcare workers, volunteers and paid staff. • Willingness to abide by the SAUMC staff covenant. • Participate in a continuing program of self-enrichment and study. • Team player, willing to work with and alongside others. 		<ul style="list-style-type: none"> • Excellent communication skills. • Strong creativity, flexibility and organizational skills. • Current CPR certification. • Proven ability to lead but effectively manage and delegate responsibilities. 	
PHYSICAL REQUIREMENTS	Ability to lift, hold and carry children and supplies weighing a maximum of 25 pounds.		
SCHEDULE REQUIREMENTS	Flexible hours, including hours outside normal office hours and weekends.		
EDUCATION REQUIREMENTS	Bachelor's degree or higher with emphasis on children's education or early childhood development.		
WORKING CONDITIONS	Must be able to work in a dynamic office environment.		