

Richland Hills United Methodist Church

Director of Children's Ministry Position Description

Last Revised: March 2014

Summary of Responsibilities: The individual in this position is responsible for the general spiritual education of the children of RHUMC through Sunday school and small group studies, worship experiences and special events, and encouraging and supporting laity in their personal efforts to grow and assume leadership positions in the children's ministry area. This is a full-time position requiring approximately 40 hours per week, including Sunday mornings.

Accountable to: Senior Pastor & Pastor Parish Relations Committee

Minimum skills and experience required: Must be an enthusiastic disciple of Christ willing to commit to the United Methodist Church and its mission. Prefer three years of experience in a Christian field and/or a degree or certification in same.

Also mandatory are strong interpersonal skills, organizational skills, composition and good grammar skills and a willingness to adapt with flexibility/spontaneity to unscheduled priorities. Bilingual/Spanish a plus.

Specific duties related to the different areas include:

WORSHIP

- Present and/or coordinate presenters of Young Disciples Time during Sunday worship.
- Provide volunteers, training, and curriculum for children's worship.
- Assist with worship services as needed.
- Help plan and participate in Family Christmas Eve service and any Children Sabbath or worship service.
- Plan and promote worship education and leadership skill development for children (i.e. acolytes, readers, and worship bags).

CHILDREN'S EDUCATION

- Coordinate and organize age-appropriate Sunday school programs (CrossRoads) for children.
- Supervise and teach Sunday School.
- Provide curriculum (including videos and software) and lead teacher training opportunities for all children's teachers.
- Ensure classrooms have needed supplies (including research and purchase of new software, computers, etc. in computer room).
- Coordinate and organize other age-appropriate educational opportunities (for example, Kids' Club, mission opportunities, Created by God, etc.).
- Plan and implement Confirmation classes, counsel with youth and their families to prepare them for this opportunity.
- Support the children's music program.
- Other duties as determined by the Senior Pastor/PPR.

ADMINISTRATIVE

- Chair Children's Ministry Team
- Participate in Church Council and Visioning teams as well as other teams as needed.
- Attend all staff meetings.
- Plan the children's education budget as well as curriculum budget.
- Handle check requests and financial receipts for children's ministry.
- Maintain/update the children's ministries brochure.
- Coordinate the creation of mailers and flyers for special events and distribute to the community
- Provide information for the RHUMC web site.
- Provide information and articles for the CONTACT newsletter and Sunday bulletin.
- Communicate regularly through appropriate social media.
- Work in cooperation with the Trustees to ensure a safe, clean, and adequate physical area for all purposes of children's education, including projection of future needs.
- Coordinate Safe Sanctuary classes for all children's ministry volunteers.
- Ensure compliance with church safety policies for off-site activities.
- Coordinate fundraising events as needed for special events, missions, etc.

SPECIAL EVENTS

- Continue to provide new opportunities for events within the church (children's music camps, game nights, etc.).
- Plan, coordinate volunteers, order supplies, publicize, etc. RHUMC special events for children, which may include but is not limited to the following activities: Easter Eggstravaganza, Vacation Bible School, Trunk or Treat, Advent activity.

DISTRICT/CONFERENCE INVOLVEMENT

- Participate in conference-level children ministries and activities as they become available.
- Attend continuing education events (at least one annually) as approved by the Senior Pastor/PPR.
- Serve on district or conference committees, as beneficial to RHUMC and the United Methodist Church.