



Job Description: Children's Ministries Director

Purpose: To facilitate a process of discipleship for children ranging from cradle to finishing primary education.

Primary Job Functions:

- Create and facilitate designed programming such as Sunday School, VBS, Wednesday Night Ministries, Kids Own Worship, Acolytes, Nursery Needs and Special Events Such as Easter Egg Hunt.
- Oversee selection and implementation of curriculum, with a healthy understanding of how the curriculum makes disciples, and how one year connects to the next.
- Develop Spring, Summer and Fall calendars through collaborative team leadership, or "Children's Council", made up of a cross section of parents and interested laity. Creatively make calendar accessible to those interested.
- Facilitate growing opportunities for Service by actively recruiting, training, praying for, and involving new CM volunteers to develop and execute the program calendar.
- Develop a Children's Ministries budget of general and fund raised dollars, have budget approved by Finance Committee, and ensure proper oversight of said budget through controls such as a credit card log and personal record keeping.
- Maintain a healthy Web presence.

General Expectations:

- Have a growing personal discipleship evidenced by attitudes and behaviors.
- Maintain a professional level of competency in appearance, work ethic and administration, particularly in the area of keeping staff, volunteers, and parents informed.
- Keep the facility space connected to your ministry tidy and organized.
- Take steps to maintain high moral, and ethical quality of leadership, and safety of children through screening volunteers and leaders.

Responsible To:

- Council on Ministries, for making CM fit into the vision of the overarching mission of Pascagoula First UMC
- Staff Pastor Parish Committee, for bi-annual evaluation, continuing education, self care, and parish relational needs.
- Senior Pastor direct supervision.

