



JOB DESCRIPTION

Platte Woods United Methodist Church

Director of Children's Ministry

Immediate Supervisor: The Director of Children's Ministries reports to the Sr. Pastor and the Chief Operations Officer.

Position's Purpose: The Director of Children's Ministries develops and oversees a growing Children's ministry for children grades 5th and under. The Director will lead a comprehensive ministry for children that is coordinated with the other church ministries and is consistent with the vision and mission of the church. The vision of this ministry is *"to build an outwardly focused Christian community of full participants in the life of grace"* by helping children in the Platte Woods community make steps toward a growing relationship with Jesus Christ.

Essential Functions: The Director's primary task shall be to recruit, lead, equip, organize, recognize, and spiritually support staff and lay persons who are called to use their gifts in ministry with children and to seek to expand our ministries with children throughout the life of the church by accomplishing the following:

1. Christian Education and Children's Ministry Programs (Sunday School Classes, Sunday am Children's Activities, Christians In Action Sun am activities, Sunday Evening Children's Activities, Wednesday pm Children's Activities, VBS, Children's Programming, Special Events and other Ministry events.)

A. Identifying, Recruiting and Equipping Staff and Volunteers: In line with the church's model of volunteer participation, establish a structure to identify, recruit and equip volunteers to be effective, knowledgeable and enthusiastic teachers and leaders in the ministry. Maintain a list of Volunteer Needs, Volunteer Results Based Job Descriptions, Volunteer Database and a Volunteer Application and Screening Process.

B. Welcoming Environment: Develop and maintain a process for creating a welcoming environment, including the evaluation of signs as well as updating the church's bulletin with accurate information on the location of all children's ministry programs. Maintain the volunteer staff at the check-in station and continue to evaluate the process for ease.

C. Develop and Maintain Clear Strategies and New Initiatives for Children's Ministry:

- Creative Fall Kick Off / Parent Orientation: Have fun, provide information, kick off the school year.
- Connecting Families: Develop fellowship events to engage current families and invite new families to Platte Woods Children's Ministries.
- Music for Children: Maintain meaningful, relevant music programs that engage children, are age appropriate and are Christian and Family focused.
- Children and Worship: Explore and recommend multiple opportunities for children to experience worship.
- Pastoral Staff Presence: Maintain weekly communication with the pastoral staff, inviting them to be present at major events within the Children's Ministry, PDO and SunBeams.
- First-Timer Process: Develop and maintain a process for welcoming new families, children, and guests to the church so that they feel warmly welcomed. Develop a timely follow up plan to ensure their return to the church.
- Bridges: Create and Maintain an overall plan with staff and other ministry leaders for building bridges between major transition points in the children's ministry program (i.e., birth, entering the 2 year old classroom, starting choir, entering 1st grade, leaving 5th grade and transitioning to Student Ministries) that engage children, youth and parents.
- Rites of Passages: Create and Maintain traditions for various rites of passage, like the 3rd graders receiving Bibles or the 5th graders sleep over.
- Discipleship Plan: Create and maintain an integrated template for curriculum, encompassing all aspects of the children's ministry programs including a design for classes on Saturday and Sunday night, Sunday morning, Wednesday nights and other children's ministry programs or special events. Provide an opportunity for parents, staff and church leaders to gather together for a curriculum planning retreat. The outcome would provide the church with a scope and sequence plan for a faith journey through the Platte Woods' Children's Ministry. Selects curriculum and conducts training on the curriculum with teachers to ensure it is age appropriate and consistent with the program's objectives as well as the spiritual beliefs of the church.

D. Oversees the training of staff and volunteers. Schedule fellowship and training opportunities throughout the year, as well as opportunities to publically recognize and thank volunteers.

E. Develop and Maintain program expenses and funding within budget limits. Work with staff to maintain accurate records and adhere to church financial policies.

F. Marketing and Communication: Establish processes for celebrating the joys and successes of the children's ministry throughout the church (bulletin boards, worship announcements, videos, websites, FaceBook, etc) Provide and plan for ongoing timely and accurate communications between staff, volunteers and parents surrounding the children's ministry.

G. Maintain Ministry Records and Data including:

- Control Documents, children's directory (including staff and teacher information), an 18-month calendar, volunteer application processes, major event notebooks, and preventative maintenance calendar.
- Compliance Documents: Ensure that the following policies and procedures are updated, affirmed and practiced by all staff, and child care providers and volunteers: Volunteer application and screening, Because We Care, Steps in the case of an emergency (tornado, fire, non-authorized child pick-up, etc), Copyright licensing for music and videos, Attendance: Create a process to review attendance records and to follow up with those who have been absent for more than 2 weeks.
- Children's Ministry Manual:
- Major Event Notebooks: Create a planning notebook for every recurring event of the children's ministry that can be passed from one chairperson to another in subsequent years.
- Responsible for all attendance, activity and program records for grades 5 & under to ensure accuracy & timeliness of required reports.

H. Counsels with parents in a manner consistent with the spiritual beliefs of the church concerning complaints as well as child development issues to ensure the parents have resources to address any concerns / complaints in a timely manner.

2. Parents Day Out, Sunbeams Preschool and Childcare

A. Provide leadership and supervision to the staff of the PDO, Sunbeams and Childcare programs to ensure appropriate interactions with the children for the purpose of maximizing their individual growth & development.

B. Verify with the staff that all state requirements are being followed for our licensed children's programs to ensure the safety of the children and compliance with those requirements.

C. Assist the program staff with training regarding health compliance issues and the Because We Care Program to ensure they know, understand and implement the objectives in a manner consistent with the legal requirements, the objectives of the programs and in a manner consistent with our spiritual beliefs.

3. Administrative and Ministry Leadership Team Activities

A. Work with the Church Leadership Council Children's Ministry Strategy Team to develop short term and long term plans and goals and to implement the relevant portions of the Children's Ministry Architects plan for the Children's Ministry

B. Meets with Senior Pastor and Chief Operations Officer on a regular basis and participates in regular staff and leadership meetings. Coordinate calendars and ministry efforts with other ministry departments and leaders weekly. For example, encourage Children's Ministries to participate in church-wide events like Faith IN Action missions.

C. Relates to the various scouting ministries hosted by the Church as needed.

4. Personal Development / Safety:

A. As staff we are called to be the leaders of our church ministries. As staff we model the Christian faith and the Christian life. As staff, we set the tone and pace and have a significant role in shaping the heart and character of the entire congregation. It is vital that we walk the Christian walk. Spiritually healthy leaders will produce a spiritually healthy church. With this in mind, we have developed the PWUMC Staff Expectations and Covenant to guide our life together as a staff team. We use these standards to hold ourselves accountable in pursuing the Christian life. We do so with gentleness and respect, recognizing that it is God's grace that calls forth our faithful response, and it is God's grace that brings such transformation in our lives. The Director of Children's Ministries should live and work in the community according to these values.

B. A personal commitment to the spiritual heritage, doctrine, and social principles of the United Methodist Church and of Platte Woods UMC.

C. Pass a background check. Become certified in the Safe Sanctuaries and Because We Care child / youth safety programs. Ensure that all ministry events and activities are in compliance with the program. Ensure that you and all those leading, helping assist or volunteering in your ministry area comply with the program. Learn more at <http://moumethodist.org/pages/detail/930>.

D. Implement and maintain appropriate student, parent, leader, volunteer and participant authorization and safety forms for your ministry area. Follow all Platte Woods UMC safety and personnel policies.

E. Plan time at least annually to participate in continuing development opportunities to seek out modern and cutting edge practices for professional growth and successful Children's Ministry ideas. Seek ways to continue to benchmark personal and ministry practices for Platte Woods UMC Children's Ministries with other successful programs around the country.

Knowledge Requirements:

- Minimum Four-year college bachelor's degree required. Preferred degree in Christian Education and / or Childhood Development.

Work and Related Experience:

- Three to five years of Children's Ministry leadership experience required.
- A demonstrated successful history in leading and growing a Children's Ministry.
- A sense of call to Children's ministry and firm theological background including successful experience in church participation and leadership. Excellent interpersonal relationship skills with youth and adults, and a proven track record of skilled leadership and strong management in local church Children's ministry.

This job description is a general description of the basic areas of the job but is not meant to state or imply that these are the only duties to be performed. Employees will be required to follow other job-related instructions and to perform other job-related duties requested by their supervisor.