

Ministry Title: Director of Children's Ministries

Children's Ministry (per Church of the Master's Education Committee) is defined as Pre-K through 5th grade.

Weekly Hours: 40-45 hours/week

Reports to: Senior Pastor

Direct Report(s): Paid Nursery Workers, Volunteers with Program Area

General Provisions:

- Demonstrates ownership of the congregational mission to *Love God, Grow in Christ, Live to Serve*, and supports the congregations and staff goals towards fulfillment of that mission.
- Have access to the SPRC via her/his liaison.
- Read and agree to the Church of the Master Employee Handbook.
- Work in Consultation with the Education Committee.

Expectation and Regular Duties:

- Attend staff meetings.
- Follow the church's Safe Sanctuary Policy.
- Attend meetings of the Program Staff and the Administrative Council and keep both bodies informed so that communication will be open in both directions, from the Director of Children's Ministries to each body and vice versa.
- Maintain open and current communication with parents of children.
- Recruit, co-ordinate, train, motivate and support volunteers to implement a creative and effective children's ministry to enable the children to grow and to live in Christian discipleship.
- Coordinate, manage, and implement the following programs:
 - o Nursery Care (including recruitment and oversight of workers)
 - o Children's Sunday School
 - o Children's Church (Rainbows, Dewdrops & summer Sonbeams).
 - o Children's Moments during worship services
 - o Music and the Master (including Children's Chimes and Handbell Choir)
 - o Children's Sabbath
 - o Children's Ministry programming for Lent, Easter, Advent, and Christmas (including the Children's Christmas Eve service)
 - o Children's Ministry involvement in Missions
 - o Kids' Night In
 - o U2
 - o Club S.A.M.

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- VBS & Day Camp
- Any other special children's programming including intergenerational programming
- Training events for parents and children's workers
- Supervise the arrangement and supply of the following rooms: Room 8, Gym, Nursery, Room 17, 18, and 19, Movie Room, Supply Room. Collaborate with the Facilities Manager on the maintenance of these rooms.
- The church office may be used by the Director for secretarial services, office supplies, etc., as needed within the work of the children's ministry program.
- Complete evaluations in accordance with both SPRC and district requirements.
- Other duties as assigned by the Senior Pastor.

Education and Experience:

- The Director of Children's Ministries will have a high school diploma and an undergraduate degree in ministry and/or education related fields.
- The Director of Children's Ministries will pass and maintain background checks/fingerprint records.
- The Director of Children's Ministries will be expected to participate in a continuing education activity and or training event relevant to his/her area of responsibility each year.

Holidays and Vacation:

- Granted in accordance with the Employee Handbook and the United Methodist Book of Discipline.

Applying:

- Interested and qualified applicants should send a resume and cover letter to Rev. Anna Guillozet, Senior Pastor, at pastor@chmaster.org by February 7, 2019.

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