

## **Director of Children's and Family Ministry**

Reports to: Lead Pastor

Effective: Upon Hiring

Status: Full Time

FLSA: Exempt

For consideration, please send resume with contact information (phone & email) to [tims@munholland.org](mailto:tims@munholland.org).

### **Job Summary**

Munholland United Methodist Church is seeking a creative, energetic and focused full time Director of Children's and Family Ministry who ignites a desire for a genuine relationship with Christ and equips them to follow Jesus, encourages and equips parents to mentor their children in the faith, and promotes outreach to the community, and connection to mission field. We are looking for a Director who can both strengthen our existing ministry and provide vision for how we can better reach the young families of our community with the Good News of Jesus Christ.

### **Responsibilities**

- Lead a Children's Ministry Team in creating, developing, implementing and maintaining an ongoing ministry for Children, birth through sixth grade and their parents
- Oversight and leadership of existing Children's and Family Ministries which include: Nursery, Sunday School, Children's Church, Young Youth, Vacation Bible School, Acolytes and Children's Ushers, Children's Summer Events, and Special Events
- Contact and track all new parents and children, as well as, monitor participation of existing members
- Communicate consistently with parents regarding ministries and opportunities
- Provide parents the training and tools they need to be the primary disciplers of their children through training, various programs and resources
- Design and implement a strategy to reach the families with young children in our area
- Select, evaluate and implement curriculum that is in line with our Wesleyan theology, pedagogically effective and teacher friendly
- Recruit, coach, assist, observe and provide feedback to raise up new leaders and volunteers
- Employ Safe Sanctuaries policies throughout Children's Ministries
- Promote and maintain excellence including décor, cleanliness, order, safety, signage and programming
- Creates and oversees the Children and Family Ministries budget
- Provides and/or coordinates training for all teachers and volunteers
- Participates in all planned meetings, including weekly Church Council, Staff meetings, Children's Council, Parent's Roundtable, Kid's Day Out Steering Committee and others as needed
- Monitor the coordination and need of equipment, supplies and facilities related to the Children's Ministry
- Work alongside the Pastoral Staff and Program staff in planning, praying, visioning, coordinating, calendaring, budgeting and evangelistic efforts of the greater mission of

Munholland UMC

Market and advertise all ministries related to Children and Family Ministries, including the church newsletter

Nurture one's own spiritual and professional development through personal time in prayer, scripture, study and continuing education opportunities

Maintain Children and Family Ministry's section on website

Evaluate the Children's and Family Ministry and provide improvement steps on a regular basis

### **Required Qualifications**

At least three years of experience and leadership in a large church children's ministry

Consistent personal prayer and devotional life and a growing faith in Jesus Christ

Demonstrated passion for children and their spiritual growth

Passionate desire to reach children and their families for Jesus Christ

Demonstrated gift in administration, especially in the area of identifying, mentoring, developing, raising up and deploying volunteers

The ability to lead and develop teams

Biblical and theological discernment in agreement with our Wesleyan theology

The ability to accomplish assigned projects through other ministry staff, utilizing highly developed communication (written and verbal), project management, time management and collaboration skills.

Four year college degree or equivalent training

### **Desired Qualifications**

Seminary graduate or degree in Christian Education

Previous administration/director experience

### **Personal Core Competencies**

Communication: Deals with problems or concerns immediately; practices direct, honest and transparent communication; treats others with respect; gives others the benefit of the doubt; be supportive of others; keeps confidences; be loving; admits mistakes; asks for and/or offers help to others; mindful of unique strengths and differences in communication style and work habits

Creativity and Innovation: Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes risks in pursuit of innovation; learns from mistakes; applies learnings to new initiatives

Delegation: Clearly and comfortably delegates both routine and important tasks and decisions, moving people from delegation to empowerment; appropriately shares authority and responsibility; creates accountability; sets clear objectives and measures, monitors process, progress and results; builds feedback loops into the work; trusts people to perform their own work

Mentoring and Leadership Development: Thinks strategically about the continual need for a next generation of leaders and works to build the leadership base; develops others by intentionally scouting for potential leaders and mentors them; provides them with challenging and stretching tasks; holds frequent developmental

discussions; calls out the best in others; supports others in the development of their skills and abilities; is aware of the developmental aspirations of others; encourages people to accept challenging assignments; encourages others to discover and engage their giftedness and skills in service and develops them

Initiative: Enjoys working hard; is action oriented and energetic about mission central activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.

Mission Ownership: Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.

Self-Development: Sets appropriate personal work objectives, measures own progress, identifies personal gaps in knowledge, understanding and skill; undertakes appropriate learning opportunities to develop needed skills; seeks regular feedback on performance; knows personal strengths and weaknesses, is sensitive to changing personal and organizational requirements and changes accordingly

Time Management: Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities

Decision Making and Problem Solving: Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms, causes and implied solutions; decides in a timely manner based upon a blend of research, experience, risk-taking and judgment

Priority Setting: Spends his/her time and directs the time of others to what is important; quickly zones in on the critical issue, and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus

Teamwork: demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.