

# Ministry Description

## Children's Ministry Associate Director

### Central United Methodist Church, Concord

**Title:** Associate Children's Ministry Director, Early Childhood

**Hours:** approximately 7-8 hours per week

**Reports to:** Children's Ministry Director

#### **Position Description**

Acts as a leader to a team of volunteer and/or paid childcare leaders who, in turn, act as guides to the children and families of Central UMC. The Director continually casts and carries the vision, mission and strategy of Family Ministry in conjunction with the overall vision of Central UMC to the ministry team they oversee, implementing curriculum and programming designed to equip leaders, partner with parents and disciple kids.

#### **Description of duties**

- Assist in periodic special events such as VBS, Easter Egg hunts, Advent Festivals, etc...
- Support and empower adults and teenagers to continually invest in the lives of kids so that every kid is known and loved
- Provide support and oversight for master schedule of volunteers, specifically birth-PreK
- Actively recruit volunteers as well as coordinate with organized family ministry team recruiting efforts
- Work with communications administrator to effectively communicate and advertise events and programs
- Ensure compliance with safety procedures
- Collaborate with staff and family ministry team to ensure clean, safe environments and effective delivery of curriculum, supplies and resources
- Participate in select church-wide/ministry-wide functions, events and meetings
- Other responsibilities assigned by the Children's Ministry Director and/or Senior Pastor

#### **Requirements**

This is a paid part-time position with onsite hours occurring Sunday and another day as coordinated with Children's Ministry Director, with margin for occasional offsite time spent with recruitment, scheduling, and relationship building activities and meet-ups.

- a personal and growing commitment to loving Jesus, becoming like Jesus and sharing Jesus
- Bachelor's degree or equivalent
- ability to thrive in a team environment and recognize the need for collaboration
- ability to develop and lead volunteers who in turn organize and serve in the ministry
- excellent written and verbal communication skills
- relationally warm and friendly, able to create kind and loving environments for kids, volunteers and families
- comfortable with computer/web-based technology and a quick learner of new technology
- highly organized with the ability to troubleshoot, dream big and have a strong eye for detail
- must be willing to live in healthy biblical community with others, modeling what he/she is coaching others to do

reply to [ccarkin@concordcentral.org](mailto:ccarkin@concordcentral.org)