

ROLE AND COMPETENCY DESCRIPTION

Position Title:	Director of Children & Family Ministries
Key Functions:	Leadership, Programming and Administration
Key Focus Areas:	Children and Family Ministries
Conditions:	40 hours/week salaried with benefits - Exempt
Term:	Twelve (12) month position
Probationary Period:	Three (3) months (30, 60 and 90 days)
Salary Range:	\$44,000 - \$58,000
Review Process:	Role and Performance Review conducted annually

This document presents the Role and Competency Description for the above position. The Role Description (A) describes the nature of the role: the responsibilities, duties and key outcomes/activities of the position. The Competency Description (B) sets out the essential and desirable qualifications, abilities, knowledge, experience and characteristics required of the applicant appointed to this role.

A. ROLE DESCRIPTION

1. Summary of the broad purpose of the position and its responsibilities/duties

The position's key role and purpose is to be a creative and collaborative leader who facilitates growth in discipleship for FVUMC's children (birth through 5th grade). This position will build on the existing program in developing, implementing and executing programs, and providing direction to staff and volunteers connected with Children and Family Ministries. This position will collaborate with the Director of Youth and Family Ministries as children transition from 5th grade children program to 6th grade youth program. This position delivers visibly with regular presence on Sunday mornings, Wednesday evenings and for all children's programs.

2. Reporting / Working Relationships

This position reports directly to the Lead Pastor (currently - until other positions are filled).

3. Statement of Duties & Key Outcomes/Activities

Leadership

- Identify, nurture, and equip laity for leadership and service within these ministries
- Lead and coordinate teachers and volunteers in the Children and Family Ministries program

- Recruit, develop, and equip the Children's Ministry Team to vision and plan for the trajectory of the children's ministry.
- Serve as an advocate for Children and Family Ministries with staff, congregation, and lay leaders
- Recruit, interview, hire, supervise, train and evaluate Childcare Employees along with Lead Pastor and (SPRC) Staff-Parish Relations Committee and Children's Ministry assistant
- Supervise Director of Preschool, Children's Ministry Assistant and Childcare Employees
- Conduct performance evaluations on an annual basis as well as any written performance or disciplinary problems

Programming

- Coordinate the planning and implementation of a comprehensive Children's discipleship program for children (birth to 5th grade)
- Oversee and manage all children and family programs
- Create special events for children and family ministries
- Equip families with resources and education to help them become actively and intentionally involved in the spiritual discipleship of their families
- Develop and implement new programs to enhance and grow the children's ministry
- Develop and direct children and family outreach opportunities
- Provide materials for baptism boxes and new baby packages
- Provide resources to parents through emails, social media, and the upkeep of the Parent Hub resource wall.
- Work with Preschool Director to develop opportunities for cross engagement between the Children's Ministry and Preschool
- Provide children and families with pastoral care, as appropriate
- Network with community organizations to develop partnership opportunities

Administration

- Responsible for the implementation and updating the Safe Sanctuary policy with the Safe Sanctuary Team and SPRC.
- Communicate children's ministry events through a variety of technology and social media vehicles
- Develop and coordinate registration and check-in process
- Manage children building spaces, ensuring spaces adequately meet the needs of the ministry with Scheduling Coordinator for church calendar
- Ensures appropriate supplies are made available to teachers and volunteers
- Serves as the staff liaison to Children and Family Ministries
- Develop, implement, and manage budget for children and family ministries
- Attend Staff, Church Council and any other meetings, as required
- Perform additional responsibilities, as requested

B. COMPETENCY DESCRIPTION & SELECTION CRITERIA

1. ESSENTIAL SKILLS, KNOWLEDGE & EXPERIENCE

Applicants will be able to demonstrate evidence of the following fundamental requirements of this position:

- Bachelor's degree in Education, Theology, Ministry or children's ministries (or equivalent work experience) + 5 years of directly related work experience
- Substantial knowledge of christian education curriculum options
- Ability to maintain confidentiality
- Must be organized, self-directed and a team player
- Excellent verbal and written communication skills
- Ability to build positive and constructive relationships with children and parents
- Experience with faith-based or non-profit organizations
- Management and administrative experience
- Experience with developing organizational policies and procedures
- Competency in the following software:
 - Microsoft Office Suite
 - Church Data Management Software
- Excellent time management skills
- Maintain Pediatric CPR and First Aid certification

2. ESSENTIAL PERSONAL CHARACTERISTICS

Applicants should possess the following personal characteristics that are essential to the effectiveness of the position as a member of FVUMC staff:

- Must have a personal relationship with Jesus Christ
- A spiritually mature christian with a strong sense of calling to children's ministry
- Be committed and loyal to the vision, mission and goals of FVUMC
- Acquire knowledge and learn relevant new skills in a timely manner
- Shift focus and adapt work practices to meet changing circumstances
- Function effectively as a collaborative, supportive and engaged member of the team
- Possess a positive, service-oriented attitude
- Approachable, open-minded, flexible and adaptable
- Proven ability to leverage and mobilize volunteers and build community
- Able to utilize and leverage technology and social media to meet people where they are at appropriately
- Operate openly, honestly and with the highest level of integrity at all times

C. CERTIFICATION

Endorsed as the current job and applicant specification for this position.

Staff

____/____/____

Lead Pastor

____/____/____

Chair of SPRC

____/____/____