

Central UMC Director of Children's Ministries Job Description

If you are looking to make a difference for Jesus, work in a dynamic church with a great team and have a passion for children, we want to talk with you. Located in beautiful East Tennessee, Central UMC in Lenoir City is a church that has a heart for growing closer to Jesus, caring for people, and making an impact in our community. To apply or for more information, contact Lead pastor Scott Layer at scott@centralmethodist.com. Application deadline is August 11th.

Requirements: This person must profess a personal faith in Jesus Christ, exhibit genuine Christ-like character and commitment and passion for children.

Objective: To lead a team that nurtures and teaches children from birth through 4th grade about God's love shown through Jesus Christ and to equip their family to learn God's Word together.

Responsibilities and Roles: (25 Hours a week)

***** Work with youth director and pastors to have a intentional, coordinated ministry from birth to age 18.**

A. Relationships

1. Reach out to individual children to build relationships. Help them feel welcome and accepted.
2. Develop relationships with parents and be a resource to them as seek to become the best parents they can be.
3. Help the congregation to understand the role they can have to have influence in the lives of the next generation.
4. Greet visiting families and contact them during the week to welcome and answer any questions.

B. Ministry Oversight

1. Greeters
 - Recruits and trains greeters for children's ministry greeter desk.
2. Sunday School
 - Recruit and train Sunday school teachers and shepherds to serve on Sunday mornings at 10:00am in their classes. Order and provide the curriculum to each of the teachers during quarterly training times.
 - Select and promote scripture memorization during Sunday school.
 - Visit Sunday school classes each Sunday to check on teachers and greet the children. Be prepared to teach as a need arises.
2. Children's Church
 - Recruit and train children's church leaders and shepherds to serve on Sunday mornings during the 8:45am and 11:00am worship services.

- Develop a lesson based on the same scripture and topic of the Sunday sermon. Teach this lesson during children's church and use applicable games, science, crafts.
- 3. Nursery
 - Oversee nurseries and make sure the nursery is staffed for Sundays as well as all church events.
 - Recruit volunteers to assist in nursery
 - Assist nursery staff working in the older nursery to provide a lesson based on the sermon topic and scripture on Sunday mornings.
- 4. Wednesday Night Live
 - Provide a program for children during Wednesday Night Live
- 5. Events
 - Work with pastors and worship leaders to create a program for the family Christmas Eve serve. Recruit children to serve in the nativity and practice with them while creating an interactive program that allows all children to be included during the service.
 - Recruit and train leadership team for the spring and fall outreach ministry programs geared to young families. (Putt Putt Palm Sunday and Putt Putt in the Patch)
 - Develop a team to plan and lead the Summer Spectacular/VBS
 - Take a group to Rez-Kids in January 2018
 - Plan and teach children's and youth program stewardship program on Sunday mornings monthly during worship. Plan and communicate stewardship event in December.

C. Administrative Leadership

1. Communicate in a timely manner with parents (Text, email, bulletin, newsletter, Caller, Facebook) regarding children's ministry news.
2. Prepare youth updates for the bulletin and newsletter.
3. Coordinate with other church staff as needed.
4. Coordinate children's ministry events with larger church schedule in mind.
5. Maintain that all volunteers with children be safe sanctuary compliant (background check and training). Keep accurate records.
6. Participate in staff meeting.
7. Updates and maintains information in Simple Church for Children's ministry.
8. Manages the children's ministry budget and expenditures.
9. Other items as assigned by the Lead Pastor

Reports to: Lead Pastor