

## Job Opportunity

### Director of Children and Family Ministry

We are seeking a Children and Family Ministry Director to help us achieve our mission to receive, nurture, and cherish each child as a gift from God and to help us to love, protect, and provide a solid faith foundation as they journey throughout life.

This is a full-time staff position with benefits. This position reports to the Senior Minister and works with the Christian Education Board to implement our sustainable children's and family ministry programs for children age birth through 5<sup>th</sup> grade and their families. This person will have strong leadership skills and abilities to connect with people, develop and lead teams and engage the Congregation in supporting our sustainable children's programming. This person will be excited about joining a Church where teamwork, collaboration, and accountability are important values.

#### **Major Responsibilities:**

This individual will build a dynamic children's ministry which attracts new families to our church while nurturing our current member families by:

- Planning, organizing, and implementing Sunday school programs and special events in alignment with the established curriculum goals and strategic plan.
- Directing, leading, coordinating and consistently engaging children and families in their spiritual formation and Christian education, including development of a curriculum template.
- Collaborating with all WCC Boards to meet the church's strategic plan for the development of children and family ministries in the church and community, including regular outreach events to our community.
- Developing and maintaining relationships with a roster of volunteers and potential volunteers to fill roles as defined in WCC's Strategic Plan for regular worship services, special events and programs.
- Leading volunteer staff in their roles supporting the key functional areas described and depicted in WCC's action plan.
- Partnering with the Director of Youth Ministries and the Board of Youth Ministry to transition students from Children's Ministry into the Youth Ministry and to coordinate program offerings to avoid conflicts and overlaps
- Managing nursery staff members (Infants and Preschoolers), including, but not limited to, all functions necessary to ensure proper staffing and management, such as, recruiting, training, coaching, and general supervision.

- Planning and implementing an annual calendar of activities to be published and accessible for families prior to the commencement of the program year (following local school calendars September through June, and summer programs June through August).
- Providing and facilitating timely communication about children and family ministry programs to church members, Sunday school parents, and the community via established methods and new avenues of communication to increase awareness of program activities and special events.
- Partnering with Board of Christian Education to develop annual budget, and track Board expenses relevant to the implementation of the Board's Strategic Plan.
- Ensuring weekly attendance is taken, and facilitating outreach to families absent for several weeks.
- Organizing and maintaining Sunday school supply closet and ensuring adequate supplies for all programs and events.
- Being available, as requested from time to time, to do parish or ministerial work not specifically enumerated in the job description.
- Recognizing that the WCC staff is organized in a collaborative manner, assisting the Senior Minister, other spiritual leaders, and the office staff with other duties voluntarily and as assigned.

#### **Physical Demands:**

While performing the duties of this job, the incumbent must be able to meet the physical demands associated with keeping up with children and toddlers in classroom and outdoor setting. This may include frequently walking, running, standing, sitting, reaching, stooping, kneeling, squatting or crawling, moving small furniture and other objects. Must be able to carry a 40-pound child in case of emergency. Will occasionally be required to drive a motor vehicle.

#### **Qualifications, Competencies and Spiritual Gifts Required:**

- B.A., M.A. (preferable in Education, or Special Education Administration, or in process), along with appropriate experiences.
- Must embrace Christian discipline and United Church of Christ doctrine and theology.
- Must have vision and a demonstrated ability to plan, develop, coordinate, manage and implement a children and family ministry within the parameters of the Congregational Church (United Church of Christ).
- Must have excellent written and verbal communication skills, conflict management skills, and computer skills.
- Demonstrated ability to work effectively with children, parents, volunteers, ministers, staff and other diverse individuals.
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Please email cover letter and resume to: [Childrenssearch@wiltoncongregational.org](mailto:Childrenssearch@wiltoncongregational.org) or mail it to Children's Search Team, Wilton Congregational Church, PO Box 215, Wilton, CT 06897.

Wilton Congregational Church is an Equal Opportunity Employer, M/F/D/V