

**Children's Minister**  
Supervisor: Senior Minister  
Full-time, Salaried, Exempt  
Approximate Hours per Week: 40

**Personal Spiritual:**

We are seeking a person who professes Jesus Christ as their Lord and Savior to lead the Children's Christian Education ministry at Front Street United Methodist Church. This person will not only be actively engaged in a lifestyle of Christian discipleship; but will also view the position of Children's Minister as a calling, not simply a job. As a leader in Christian ministry, there is the expectation of positivity and professionalism, as well as a commitment to personal spiritual growth.

**Qualifications:**

- College degree (Bachelor's preferred) or relevant work experience in Children's Ministry
- Knowledge of social media use preferred, or a demonstrated ability to learn
- Computer literacy
- Collaborative, team player, able to bring people together to effectively create, problem solve, and serve
- Energetic and approachable
- Excellent communication skills; able to articulate a vision and engage volunteers in that vision
- Excellent leadership skills – managing both paid and volunteer staff
- Valid driver's license required; and a willingness to acquire a CDL

**Responsibilities and Desired Outcomes:**

- Continually seek ways to effectively achieve the church's mission
- Assess and address the changing needs of the children's ministry
- Oversee the Children's Christian Education Ministry (birth-5<sup>th</sup> grade): e.g., Nursery, Sunday School, Children's Church, Vacation Bible School, etc.
- Recruit, coordinate, and support volunteers to help with Children's Christian Education Ministry
- Recruit and supervise hired nursery staff
- Nurture gifts, skills, and abilities; equipping both paid staff and lay volunteers associated with Children's Christian Education Ministry
- Provide curriculum for children's Sunday School to enable children to grow in their understanding and application of the Word of God
- Coordinate childcare and children's activities for church-sponsored functions and events
- Maintain compliance of the Safe Sanctuary policy in Front Street's Children's Christian Education Ministry activities
- Maintain budget, curriculum orders, and all other administrative paperwork involved in running of assigned programs
- Attend weekly staff meetings, Church Council meetings, Discipleship Committee meetings, and staff development sessions
- Coordinate Congregations for Children (C4C) ministry outreach with public school partner (Eastlawn Elementary, at present)
- Provide input to church bulletins, newsletter, and website
- Participate in Children's Sermon rotation in worship services
- Develop and oversee weekly program for 2 years – 5<sup>th</sup> graders that reinforces Biblical values through scripture, games, music, and activities.
- Work in partnership with pastors and other staff.