



Paradise Valley United Methodist Church  
4455 East Lincoln Drive Paradise Valley, AZ 85253  
602.840.8360 [pvumc.org](http://pvumc.org)



### **CHILDREN'S MINISTER (20 Hours per Week)**

Overview: The Children's Minister oversees and supervises the Children's Ministry activities from ages infant through fourth grade at PVUMC so as to provide a safe, nurturing environment for the spiritual growth of our youngest. The Children's Ministry Director works in a team environment to empower and encourage other staff members and volunteers with resources, supervision, training, planning, coordination, and cooperation.

Time Commitment: 20 hours a week (Sunday would be one of the days.)

#### Childcare Responsibilities

- Parents are welcomed and feel a relational connection with the childcare team.
- A safe and nurturing childcare environment is provided with adequate staff and supplies for Sunday mornings and other times as requested.
- Existing childcare policies and procedures are followed by all childcare workers and those policies and procedures are reviewed annually to recommend changes to the Director of Family Ministries.
- Brochures, website, and other communications are helpful resources for parents and are kept up-to-date by providing information to the Director of Family Ministries.
- The sign in/sign out systems and other adequate supplies are maintained for use by the childcare workers.
- Qualified childcare workers are being hired and trained. Those workers are receiving continuing education at staff meetings as needed to maintain the quality of care.
- Childcare employee records are accurately maintained with tracked hours turned in monthly.

#### Children's Ministry Responsibilities

- The Children's Ministry programs are planned and executed with the Children's Ministry Team (CMT) in alignment with the Children's Mission Statement and PVUMC.
- Sunday school volunteers are trained for their roles prior to class and receive empowering, encouraging leadership during the 9:30 and 11:00 Sunday morning classes.
- The yearly Sunday morning calendar of activities for children is created in cooperation with the CMT (i.e., Advent and Lent activities, Visit of the Magi, Sunday class offerings, Bibles to 3<sup>rd</sup> Graders, stewardship, missions, Palm Sunday, Easter, etc.)
- Volunteers for children's activities, specifically Sunday school, Vacation Bible Camp, and the Easter Carnival are recruited three months before they are needed.
- Children's Ministry teachers and event leaders have their curriculum, supplies, and other materials well in advance of when they are needed. Furthermore, the resource room and other Children's Ministry storage areas are maintained and kept organized in cooperation with the volunteers.
- The attendance records and contact information for participating families of Sunday School and Children's Ministry events are maintained. Furthermore, the CMT and Director of Family Ministry are notified of church families who have not been attending Sunday School or Children's Ministry events and may need follow-up.

- Communications and publicity are created in cooperation with the Director of Family Ministry and other Children's Ministry team members to keep the congregation (and particularly participating volunteers and families) informed about the Children's Ministry through emails, children's newsletter, church newsletter, brochures, and bulletin boards.
- Volunteers and staff who are planning and leading Children's Ministry events outside of Sunday School (such as Vacation Bible Camp, the Easter Carnival, special events of the CMT, and Camp Mingus Elementary) receive additional support from the Children's Ministry Director's remaining hours each week.

#### Skills

- Basic-to-intermediate computer skills for communication and record keeping using Microsoft office suite and Outlook email.
- Strong organizational skills.
- Physically able to lift up to 50 pounds.
- Able to use short ladders to get to supplies and resources.

#### Qualifications

- Loves God and children.
- Organized, friendly & energetic.
- Able to welcome all children & families in alignment with PVUMC's welcoming statement.
- High school diploma.
- Experience in children's ministry preferred.
- Familiarity with the United Methodist Church or willingness to gain knowledge and understanding of the UMC.
- Ability to work Sundays.
- Pursues spiritually growth in self and others.

#### Compensation

- According to experience

#### Additional Information

- ✓ Church Mission Statement: Alive with the spirit, we bring God's love into action by igniting faith, transforming lives and creating community.
- ✓ Church Vision Statement: Love that crosses all barriers and embraces all people.
- ✓ Children's Mission Statement: To affirm the love of God and Jesus as revealed through the Bible, the church, and the community.
- ✓ PVUMC Welcoming Statement: We invite you to join us on a shared journey of life and faith, open to all, regardless of age, ability, economics, color, race, ethnicity, national origin, sexual orientation, gender identity, politics, theology, or anything else that might separate us from each other. Whoever you are and wherever you may be on your spiritual journey, you're invited to walk with Christ in community with all of God's children and embrace the endless possibilities of God's unconditional love.

#### Training, Support and Supervision Provided

Orientation training provided. Monthly coordination and support provided through Children's Ministry Team meetings.

Reports directly to Director of Family Ministries.

Will complete training to comply with Safe Sanctuary protocols

To see more of how Paradise Valley United Methodist Church lives out its mission visit <https://pvumc.org/>.

Send cover letter, resume and three references to: [HRpvumc@gmail.com](mailto:HRpvumc@gmail.com)