

# **JOB DESCRIPTION & REQUIREMENTS**

## **CHILDREN'S MINISTRY LEADER**

Colbert United Methodist Church

### **Job Description:**

The Children's Ministry Leader manages and teaches a Sunday school and church curriculum for children in pre-K through 5<sup>th</sup> grade. The Children's Ministry Leader envisions, plans and advocates for children, particularly in the area of discipleship; develops a program that nurtures and grows children's personal relationship with Jesus into a lifelong journey following and serving; recruits, equips and empowers volunteers of Colbert UMC to serve Christ through children's ministry. This position reports directly to the Staff Parish Relations Committee.

### **Requirements:**

1. Must be at least 18 years of age.
2. Must have a minimum of a high school education.
3. Must have experience working with children; experience working with children with special needs is preferred.
4. Must have completed child development training courses.
5. Must regularly attend Colbert United Methodist Church.
6. Must submit to a background check.

### **Responsibilities:**

1. Maintain a healthy and growing personal spiritual life and lead others to do the same.
2. Maintain consistent and regular communication with parents, as well as provide the tools they need for spiritual leadership for their families.
3. Advocate for the safety of children in all aspects of the ministry of the congregation.
4. Assure safe sanctuary policies and procedures are in place to keep all children, as well as the adults who work with them, safe.
5. Monitor the physical environment of the children's area for safety.
6. Continue to increase knowledge of curriculum and other resources available for children.
7. Evaluate age appropriate program materials, equipment, supplies and space for children's ministry.
8. Maintain updated information of all children in ministry, including but not limited to allergies, contact information and special needs; records kept on file in classroom.
9. Maintain and record attendance.
10. Provide Sunday morning children's programming during services, between services, and any special services (Lenten, Easter, Advent/Christmas); time requirement is at least one hour of prep time per lesson.
11. Develop and manage a children's ministry budget for curriculum and materials, currently \$400/yr.

12. Participate in events and meetings when appropriate, including Worship Committee and other committees as requested (e.g., Education Committee, Church Council).

Qualifications and Aptitudes:

1. Embrace Jesus as Lord and Savior and observe Christian discipline in lifestyle, including adherence to Christian standards of conduct in public settings and social media practices and postings.
2. Demonstrate evidence of passion for children's ministry.
3. Possess the spiritual gifts required to be effective.
4. Demonstrate effective ministry leadership.
5. Possess keen listening skills and effectively communicate with people of all ages.
6. Be skilled in planning and implementing ministry.

Salary:

\$60/week to begin with possibility of increase after three (3) months based on performance.

I acknowledge that I have read and fully understand the requirements of this position.

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APPLICANT SIGNATURE

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DATE