



## Associate Director of Children's Ministry

**Job Type:** Full Time  
**FLSA Status:** Exempt  
**Hours per Week:** 40 hours per week, plus  
**Reports To:** Director of Children's Ministry

### PURPOSE

The Associate Director of Children's Ministry assists the Director of Children's Ministry in ensuring that ministries to and for children ages 0 years to 5<sup>th</sup> grade and their families are done with excellence. The Associate Director of Children's Ministry works in collaboration with the Children's Ministry staff to ensure that all Children's Ministry programs, initiatives, and events support children and their families in creating a faith that lasts.

### DESCRIPTION AND RESPONSIBILITIES

**RELATIONSHIPS:** The priority of the Associate Director of Children's Ministry is to ensure that relationships are being built between the children's ministry staff, volunteers, the children, and their families, and through those relationships, they are all growing in their faith in Jesus Christ.

- The Associate Director of Children's Ministry knows 90% of the names and faces of elementary-age children (Kindergarten through 5<sup>th</sup> grade) and their parents on the church roll;
- The Associate Director of Children's Ministry prays for Asbury's children, the children of our community, and the children's ministry regularly;
- The Associate Director of Children's Ministry assists the Director in ensuring that all first-time visitors to children's events receive an exceptional and timely follow up so that all families who wanted to become a part of the Asbury's children's ministry did so in a way that felt welcoming and natural to them;
- The Associate Director of Children's Ministry serves as a counselor for children and their parents and has an available referral list of professional counselors to access when necessary;
- The Associate Director of Children's Ministry ensures that all children are followed up with on a recurring basis, especially when they have not attended events in person.

**RECRUITING:** The Associate Director of Children's Ministry assists with the coordination and training of all children's ministry volunteers.

- Assist with training of volunteers in Safe Sanctuaries, curriculum plans, and major training event details;

- The Associate Director of Children’s Ministry meets weekly with the Director of Children’s Ministry and other staff to address any pressure points or challenges that have arisen in the ministry.

**PROGRAMS:** The Associate Director of Children’s Ministry ensures that all details of the children’s programs and special events are communicated and that each step is clearly laid out for volunteers or other leaders. The Associate Director of Children’s Ministry also works to ensure that an atmosphere of belonging and fellowship is created, in which emerging spiritual and leadership skills can be developed.

- Assists the Director of Children’s Ministry in ensuring that the weekly programs of Asbury’s children’s ministry (i.e. Sunday school, Wednesday evening programs, Children’s Choir, Children’s Church, etc.) have grown in participation, enthusiasm, and excellence;
- Assists the Director of Children’s Ministry with Sunday School, worship service attendants, and Children’s Church on Sunday mornings, sometimes leading activities, experiences, and worship;
- Assists the Director of Children’s Ministry with Wednesday night programming, including leading large group sessions and small group studies;
- Coordinates supply preparations for events, including Sunday School, Children’s Church, Worship materials, and Wednesday Night programming;
- The Associate Director of Children’s Ministry advocates for children in the context of the whole church community of Asbury United Methodist Church, continually bringing to the forefront those issues that are important to the spiritual nurture of children.

**ADMINISTRATION AND COMPLIANCE:** The Associate Director of Children’s Ministry ensures that all necessary administrative tasks have been managed and completed and that all children’s programs have adhered to the Safe Sanctuary Policy of Asbury United Methodist Church.

- The Associate Director of Children’s Ministry ensures all volunteers’ adherence to the Safe Sanctuary Policy of Asbury United Methodist Church in all Children’s Ministry programs and events;
- The Associate Director of Children’s Ministry is a representative at church leadership meetings as well as with special churchwide events as requested by the Director of Children’s Ministry or other church leadership;
- The Associate Director of Children’s Ministry is clearly committed to and actively communicates the vision of the church and become creatively involved in its development, articulation, and implementation.

## **QUALIFICATIONS, COMPENSATION, BENEFITS, AND SUPPORT**

Bachelor's degree required and experience in Children's Ministry is strongly preferred. Possess effective communication skills – including small group facilitation, speaking to and leading large groups, and one-on-one sessions. Must exemplify the ability to remain organized and be creative in ministry. Strong attention to detail and the ability to meet critical dates and deadlines. Must be able to maintain confidentiality of all information.

Competitive salary commensurate with credentials, training, and experience.  
Full health and dental benefits provided to the employee and family coverage available.  
Retirement plan contribution by Asbury United Methodist Church.

Continuing education and professional development funds available annually. Child protection policies and safe practices training annually.