



## Director of Children's Ministry

### SUMMARY

The Director of Children's Ministry leads and directs the Children's Ministry to ensure children ages 0 years to 5<sup>th</sup> grade and their families are equipped to build a faith that lasts. The Director provides leadership to the Children's Ministry staff, ensuring that all programs, initiatives, and events support children and their families as they seek to embody the way of Jesus, together.

### DUTIES AND RESPONSIBILITIES

#### Leadership & Vision

- Promote and execute the mission and vision of Asbury United Methodist Church as it relates to children and their families.
- Provide leadership to the Children's Ministry staff and volunteers through vision, strategic planning, and implementation of church priorities and policies.
- Develop and oversee the annual Children's Ministry budget.
- Develop the annual Children's Ministry calendar in collaboration with other ministries.
- Communicate the Asbury Children's Ministry mission and vision to parents, volunteers, and congregation as a whole regularly.

#### Program Implementation

- Plan, execute, oversee, and follow-up on logistics for weekly programs, including Sunday morning and Wednesday night activities.
- Develop and implement age-appropriate programs/events in a welcoming, engaging, and safe environment for children to explore and develop their faith.
- Interact with children, parents, and families to get to know them and assess needs for providing relevant programming to develop them as they worship, serve, and grow.
- Develop a strategic plan to recruit, train, and oversee all volunteers for the Children's Ministry.
- Ensure all Safe Sanctuaries and child protection policies and operating procedures are followed by ministry staff and volunteers at all times.

### QUALIFICATIONS, COMPENSATION, BENEFITS, AND SUPPORT

- Bachelor's degree required from a four-year College or university
- 3-5 years of ministry experience with children
- Effective communication skills – including small group facilitation, speaking to and leading large groups, and one-on-one sessions.
- 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.