



BETHLEHEM
FIRST UNITED METHODIST CHURCH

Job Description

Job Title:
Director of Children's Ministry

Compensation:

Work Schedule:

35 hours per week; generally Sunday-Thursday

Reports to:

Associate Pastor

Purpose:

The mission of Bethlehem First UMC is to make disciples of Jesus Christ for the transformation of the world by living out our Core Values to make worship a priority, extend and intentional invitation, nurture Godly friendships, committing to grow spiritually, and finding a place to serve.

The intent of the Children's Ministry shall be consistent with the principles of the Holy Bible and the philosophies of the United Methodist Church as outlined in the Book of Discipline. The Director of Children's Ministry shall work under the guidance of the Staff Pastor Parish Relations Committee and report directly to the Associate Pastor.

Expectations:

- Seek to live out and uphold the core values of Bethlehem First UMC.
- Demonstrate an outgoing, energetic, positive, and enthusiastic personality.
- Exhibit strong interpersonal skills with the ability to relate to all age groups.
- Demonstrate effective verbal and written communication skills.
- Demonstrate strong management skills
- Participate in staff meetings and committee meetings as requested.
- Uphold and enforce the Safe Sanctuary Policies of Bethlehem First UMC including running background checks on all staff and volunteers.
- Acknowledge and ensure strict adherence to the policies and procedures of the Bethlehem First United Methodist Church Employee Handbook.

Responsibilities:

Children's Ministry

- Supervise the children's ministry programs for infants to 5th grade, which includes Sunday morning activities, mid-week ministries, VBS, presentation of Bibles, and other events (trunk or treat, Easter egg hunt, Advent activities, etc.).

- Build relationships with children and their families with the intention of partnering with parents in the spiritual growth of their children.
- Work with the Children’s Ministry Team to plan, develop, promote, and carry out the ministry to children and their families.
- Develop and empower volunteer staff to plan and carry out ministry to children and families.
- Oversee the purchasing, preparation, and distribution of curriculum and supplies for the children’s ministry.
- Oversee the budget for the children’s ministry.
- Administer BFUMC’s Safe Sanctuaries Policy for children’s ministry, youth ministry, recreation ministry, and senior adult ministry. This will include offering regular training events for all church volunteers working directly with children, youth or vulnerable adults and running background checks on all staff and volunteers.
- Attend weekly Staff Meetings.
- Assist Associate Pastor with our Bethlehem Elementary School partnership (i.e. annual Easter Egg Hunt, Trunk-or-Treat, Teacher breakfasts, etc.)

Childcare and Nursery

- Supervise and support childcare staff and evaluate childcare staff annually.
- Train new childcare staff members.
- Recruit and interview childcare applicants and volunteers for church activities.
- Prepare monthly childcare schedule.
- Oversee budget for childcare and nursery.
- Maintain and purchase supplies.

Preschool

- Oversee Preschool Director and serve on Preschool Board.
- Work with Preschool Director in the scheduling of monthly chapel.
- Represent the church at parent meetings and other preschool events.
- Work with the Preschool Board and Director to communicate church events to preschool families.
- Evaluate Preschool Director annually.

This job description may occasionally be updated at the discretion of the Senior Pastor and/or the Staff Pastor Parish Relations Committee. In the event this position is vacated, a two-week minimum advance notice is required to avoid forfeiture of pay.

Employee Signature

Senior Pastor Signature

Date

Chairperson, SPR Committee Signature