

Trinity Church
Director of Children's Ministry

Reports to: Campus Pastor

Ministry Description:

The Director of Children's Ministry of Trinity Church oversees ministry for children, birth through 5th grade, and their families and is responsible for recruiting, leading, resourcing, and empowering the Children's Ministry Task Team.

Qualifications and Skills:

- Love for Christ and Christ's children
- A love for children and a willingness to connect with them and their families to facilitate their spiritual growth.
- Understanding of child development and faith formation
- Ability to cast a children's ministry vision, provide leadership, delegate projects and tasks, and follow up with other staff and volunteers
- Understands the need for creativity in children's ministry
- Relational skills with children and parents
- Ability to work independently and in a team environment
- Ability to recruit, train, delegate, appreciate, and retain volunteers
- Excellent communication skills and work ethic
- Strong leadership and organization skills
- Self-starter who takes initiative

Education and Experience:

- Degree in Education or related field (religion, psychology) and/or 5 years of relevant experience required
- Theological understanding and appreciation of Methodism strongly preferred
- Training and/or experience in evaluating/writing curriculum and teaching young children

Classification: Regular, part-time, exempt.

This position qualifies under the ministerial exception to the Federal Labor Standards Act (FLSA).

Work Schedule: Sunday – Thursday, 20 hours per week. Some additional evening and weekend hours as required by position.

Physical Requirements: Ability to sit for long periods of time in an office environment. Must be able to stand/walk and be active participant in children's activities and events as needed. Must be able to lift and move items up to 25 pounds.

Ministry Responsibilities:

- Work collaboratively with staff & volunteers setting goals and themes for faith formation with children and their families
- Create and manage environments, activities, and programming that will facilitate learning and encourage spiritual growth.
- Work collaboratively with Director of Adult Ministry and Director of Youth Ministry to develop and coordinate family ministry events
- Provide leadership for the planning and implementation of Vacation Bible School and other ministry-wide events throughout the year
- Plan, implement, and train Children's Ministry staff and volunteers regarding the Safe Sanctuary policies and procedures
- Evaluate curriculum, objectives, and program implementation for ongoing faith formation ministries to include lesson plan preparation for Sunday morning and other children's small groups
- Work with the Children's Ministry Team to support current Children's Ministry small groups and create/develop/support new children's ministry small groups
- Communicate effectively with parents and visitors
- Other duties as assigned by Campus Pastor

Volunteer Management:

- Assist in recruiting and scheduling volunteers
- Oversee training of volunteers, teachers, etc.
- Recruit and equip volunteer leaders for children's small groups
- Plan and implement volunteer appreciation opportunities

Management Responsibilities:

- Supervisory responsibility of Children's Ministry support staff
- Preparation and oversight of Children's Ministry budget
- Oversee the ordering and purchasing of curriculum and materials needed to implement all children's programs and events
- Attend staff meetings