

**Trinity Church**  
**Spring Hill, Tennessee Campus**  
**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 5<sup>th</sup> 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

Applicants should submit a cover letter which includes interest in position, salary requirements, and intention of relocating (as appropriate) and a resume of relevant experience. (Note: We are not able to provide funds for re-locating.)