

**St. Luke's Staff JOB DESCRIPTION**

**JOB TITLE:** Director of Children's Ministry      **POSITION STATUS:** Exempt

**NUMBER OF HOURS PER WEEK:** 40    **REPORTS TO:** Senior Pastor

**DATE OF THIS REVISION:** 05/02/08

**BASIC PURPOSE OF THIS JOB:**

The Director of Children's Ministry is a full-time position. In support of St. Luke's vision and mission, the Director of Membership Ministry is responsible for overseeing the creation, implementation, and direction of children's Christian education programs and activities that support the spiritual growth of St. Luke's children from birth through grade 6.

**NOTE THAT THE FOLLOWING REQUIREMENTS AND ENVIRONMENTAL AND WORKING CONDITIONS APPLY TO ALL FUNCTIONS OF THIS POSITION**

- Genuine interest in and commitment to St. Luke's United Methodist Church.
- Ability to work creatively and cooperatively with a large number of people.
- Background in education or Christian education.
- Ability to organize and administer programs and related functions.
- Strong communication skills.
- Care and concern for mentoring and nurturing others.
- Excellent interpersonal skills and the ability to motivate and work in a team environment.
- Time management skills.

**ESSENTIAL FUNCTION #1: Administration and Supervision**

1. Supervision of the Nursery and Childcare Coordinator to maintain a safe, nurturing environment for infants and young children.
2. Supervision of St. Luke's Little School Director and to insure Little School is aligned with the vision and mission of the church, to support the director in their planning and decision making and coordinating Little School activities with other church and children's activities.
3. Supervision of the Assistant Director of Children's Ministry and coordinates the delegation of duties among the Children's Ministry staff for the efficient use to time, talents and resources.
4. Serve as a member of the Little School Board, and attend staff meetings, directs the Children's Ministry Team meetings and attends other church committee meetings and needed..
5. Develops and implements the policies and procedures that are necessary to provide for a safe, nurturing environment for the children's programs at St. Luke's.
6. Maintains the Volunteer Handbook used by all who work with children.
7. Supervise of the background checks for volunteers working with children.
8. Development and manage of the budget for the Children's Ministry.

**Percent of time:** 30%

**ESSENTIAL FUNCTION #2: Programing**

1. Supervision of the children's Sunday School program, working closely with the Asst. Children's Ministry Director and members of the Children's Ministry Team in the following areas:

- Preview, select and order the children's education curriculum.
  - Plan, initiate, and administer teacher training, including safety and security policies and procedures.
  - Coordinates the ordering and maintenance of supplies.
  - Coordinates volunteer scheduling and appreciation.
  - Maintains classroom, bulletin boards and open areas used by Children's Ministry.
  - Publicize and report on activities and programs as appropriate.
2. Supervises and coordinates the various other enrichment, educational or fellowship programs that include but are not limited to:
    - Fellowship program for the 5<sup>th</sup> and 6<sup>th</sup> graders
    - Presentation of Third Grade Bibles
    - Scouting religious program - God and Country program
    - Summer Mid-week program - Wacky Wed
    - Children's Christmas Program
    - Children's Christmas Eve Services
    - Oversee, coordinate, and implement additional programming as needed.
    - Acolyte program to include training, scheduling and fellowship opportunities.
  3. Indirectly over sees:
    - Vacation Bible School
    - Children's Dinner Theater
    - Family Fellowship Programs – Family Movie Night, Easter Fun Day, Hanging of the Greens

**Percent of time:** 50%

**ESSENTIAL FUNCTION #3: Coordination and support of church activities**

1. Coordinates Children's Ministry programs, special events and fellowship activities with the other areas of the church's ministries to provide the best possible
  - Inclusion of children and their families in all aspects the church
  - Coordination of activities
  - Use of the building
2. Attends various church committee meetings to represents Children's Ministry

**Percent of time:** 10%

**ESSENTIAL FUNCTION #4: Education**

1. Evaluates the effectiveness and efficiency of all Childrens Ministry
2. Networks with colleagues in the Christian education network
3. Attends educational seminars and workshops to to remain current with the everchanging trends in education and ministry to children.

**Percent of time:** 10%