

Director of Children's Ministry
Full-Time Salaried (or 2 Half-time salaried)
Troy United Methodist Church

www.troyumc.org

Revised March 7, 2019

Primary Purpose: To plan, develop, organize and oversee Troy UMC's children's ministry to strategically fulfill our mission of inviting people on a journey with Jesus.

Personal Responsibility: To model the life of a growing follower of Jesus (in accordance with Troy UMC's membership covenant) that positively represents Jesus, Troy UMC, and the broader United Methodist Church.

Professional Responsibility: To recruit, equip and empower members of Troy UMC to serve Christ through Troy UMC's children's ministry (birth – 5th graders). Develop a program that nurtures and grows children's personal faith in Jesus Christ and involves them in the life of the congregation.

Primary Responsibilities:

- **Carry out Troy UMC's mission as it relates to children – inviting children on a journey with Jesus.** Providing opportunities for them to:
 - Connect to God and their faith community
 - Grow into wholehearted followers of Jesus
 - Serve with their God-given gifts and passions
 - Share God's love regionally and globally, and
 - Worship God in everything they say and do

- **Oversee Nursery**
 - Hire, train and schedule paid nursery staff for Sunday mornings
 - Supplement paid staff with nursery volunteers
 - Manage nursery supplies and toys

- **Oversee Children's Ministry**
 - Choose the curriculum for age specific classes for 3-year-olds – 5th graders and adequately staff and equip teachers and helpers for those classes
 - Provide a large group worship opportunity for children every Sunday
 - Recruit a children's ministry leadership team and facilitate their meetings, share upcoming events, goals and concerns, and partner with volunteers to attain goals and grow the children's ministry
 - Coach (shepherd, encourage, train, hold accountable, etc.) members of the children's ministry leadership team (and other key volunteers) on an ongoing basis
 - Establish and maintain adequate security procedures, including check-in/check-out procedures and background checks on leaders and volunteers
 - Develop, recruit, and nurture sufficient new leaders and volunteers for children's ministry on an ongoing basis and utilize volunteers in their areas of giftedness
 - Effectively communicate activities of the children's ministry with parents and

- o volunteers, addressing and responding to any questions or concerns
 - o Promptly report to the Senior Pastor, Director of Connections, or Care Pastor (as appropriate) any first-time families in the children's ministry or pastoral concerns of attenders of Troy UMC, particularly birth – 5th graders and their families
- **Organize Additional Children's Special Events:** Mobilize volunteers and childcare staff to reach beyond Troy UMCs Sunday morning ministry
- o Schedule Childcare for regular and special events beyond Sunday mornings
 - o Oversee additional special events for children
 - Beulah Beginners (1st-3rd grade) and Bible (4th-5th grade) Camp (June)
 - Vacation Bible School (June or July)
 - Tent & Treat Outreach (October)
 - Marriage Ministry children's component (quarterly)
- **Fulfill Administrative/Pastoral Staff Responsibilities:**
- o Hold regular office hours during the week and attend all staff meetings and retreats (approximately 28 hours per week, M-Th)
 - o Create regular and ongoing publications to communicate children's ministry activities, praises, needs, and concerns to volunteers and parents
 - o Write articles for newsletters and other publications as requested
 - o Oversee the resources for the children's ministry, including developing, submitting, and following a budget
 - o Be available for pastoral care emergencies and other such pastoral needs relating to any child (birth – 5th grade) or their family within Troy UMC, especially when the Senior Pastor or Care Pastor is unavailable
 - o Be a team player willing to carry one's fair share in terms of time, energy, prayer, and resources

Secondary Responsibility (area for future growth):

- Expand Ministry beyond children to the entire family
- o Create opportunities for families to know and support one another through events beyond Sunday mornings
 - o Provide training for families to lead their kids on their faith journey (e.g., parenting seminars, leading kids to Christ training, etc.)
 - o Resource kids and families with opportunities to serve together within the church and community (working with Troy UMC's mission team)

Because of the nature and overall importance of this position, it can be expected that tasks or projects not included in this job description will likely arise and be assigned to you by your supervisor.

Supervision: The Director of Children's Ministry reports directly to the Senior Pastor and is accountable to the Staff-Parish Team.

Time Commitment: Full time (35 hours/week) or TWO Part-time positions (birth-preschool; K-5)