

First Methodist Mansfield

Love God, Love Others, Serve the World

Director of Children's Ministry

Full-time salaried position

Reports to Executive Director

Supervises Early Childhood Director, Elementary Director,
and Children's Ministry Administrative Assistant

Staff Purpose: The Director of Children's Ministry seeks to provide long term vision for the entire Children's Ministry Department. This position will serve to be a leader that provides strategic leadership to the entire Children's Ministry Team.

Job Overview: The Director of Children's Ministry will serve alongside the Student Ministry Director supporting the larger vision for Family Ministry serving families from birth to graduation. This person should have a heart for the children and the abilities to relate with parents and caregivers to enhance the lives of these children and their faith journey here at the church.

Responsibilities and Duties: (include but not limited to:)

- Provides overall visionary and strategic leadership to Children's Ministry
- Manages Children's team helping to guide and communicate churchwide vision to the Elementary and Early Childhood directors
- Works with Special Needs Director in finding ways to host inclusive classrooms for all ages of Special Needs kids that function in inclusion classes in the school district
- Oversees quality and effectiveness of volunteer leadership culture
- Provides vision and overall direction for curriculum selection and implementation
- Works with pastoral staff and executive director to coordinate church programs and functions that include children and families
- Champion parent partnership at all age levels- this includes parenting classes and bible studies, keeps a library of resources for parents, provides resources from Parenting through the Phases, provides training in specific areas and meets with families as needed.
- Organizes the Children's Ministry Volunteer Welcome Team- recruits, plans and schedules volunteers to welcome families to provide an excellence of hospitality.
- Plan, organize and implement new ways to reach families and parents in the community to invite them to the church.
- Maintains communication with other area church children's ministries to develop ideas, partnerships, and community involvement.
- Works closely with Student Ministry Director to ensure alignment and execution of a consistent vision and ministry plan
- Communicates effectively with church staff, ministry staff and families
- Develop, submit and monitors the Children's ministry budget

- Plans, organizes and implements weekly director meetings, weekly admin meeting and monthly team meetings
- Reports to the Executive Director

Required Qualifications:

- College Graduate preferably in Education or Children/Family Ministry
- Minimum of 5 years in Children's Ministry or equivalent experience in an education setting.
- Knowledge of Children's Ministry and Child Development.
- Experience working with all ages of children and adults.
- Experience managing and leading a team or large group of volunteers.
- Ability to use and learn church database, computer programs and email programs (Google Drive) that help with congregation involvement.

Benefits:

- Paid Time Off (detailed in Employee Handbook)
- Major medical coverage for employee.

The Director of Children's Ministry will adhere to the principles of confidentiality concerning the business of this ministry.