

## ST PAUL UMC JOB DESCRIPTION

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| <b>Ministry Title:</b>   | <b>Children's Director</b>                                               |
| <b>Time Commitment:</b>  | Part-time position (10-20 hours per week)                                |
| <b>Reports To:</b>       | Senior Pastor, Staff Parish Relations Committee (SPRC)                   |
| <b>Work Environment:</b> | Primarily on-site, with limited flexibility for remote tasks as approved |

The Children's Director provides leadership, coordination, and spiritual guidance for all children's ministries at St. Paul UMC. This role nurtures children in their Christian faith formation, supports families, and equips volunteers to serve effectively in an environment where children experience the love of Jesus and grow as disciples.

### KEY RESPONSIBILITIES

#### Faith Formation & Teaching

- Select, organize, and implement age-appropriate curriculum for Sunday School and Wednesday Activities.
- Prepare and deliver weekly children's message during worship, aligned with Sunday school curriculum.
- Ensure classrooms and activity spaces are prepared, welcoming, and safe.

#### Program Leadership

- Coordinate and lead children's Sunday School, Nursery, and Toddler ministries.
- Foster meaningful relationships with children and families to encourage spiritual growth and connection.

#### Communication & Family Engagement

- Maintain regular communication with families regarding upcoming activities, events, and children's ministry opportunities.
- Conduct follow-up calls or messages to families when children are absent to offer care and connection.
- Collaborate with church staff to ensure alignment of children's programming with the overall ministry calendar.

#### Special Events & Seasonal Ministry

- Plan and coordinate four children's activities per year (one activity per quarter) such as:
  - CALF Festival involvement
  - End of Summer Splash
  - Movie nights
  - Holiday Family Craft Night
  - Easter activities
  - Other church or community events
- Assist with Acolyte scheduling and training as needed.

#### Administration & Operations

- Recruit, train, support, and supervise nursery childcare providers, a Lydia Patterson Intern, and volunteers involved in children's ministries
- Oversee Children's Ministry supplies, including crafts, curriculum, classroom materials, and snacks.
- Adhere to *Ministry Safe* policies and assist with processing background checks for volunteers as required.
- Participate in staff meetings and collaborate with ministry teams to support church-wide initiatives.
- Continue professional development in children's ministry as part of ongoing growth.

### EXPECTATIONS

- Cultivate strong relationships with youth, families, volunteers, and staff while demonstrating professionalism, hospitality, and effective communication.
- Maintain consistent and reliable attendance and office hours within the agreed-upon part-time weekly schedule, and submit weekly timesheets on the last workday of each week.
- Uphold strict confidentiality and use discretion when handling sensitive information.
- Attend staff meetings and planning sessions that occur during scheduled work hours or as pre-approved by the Senior Pastor.

## QUALIFICATIONS

### Required Qualifications

- Demonstrated strong organizational and administrative skills with excellent attention to detail.
- Exceptional interpersonal and communication abilities; comfortable engaging with children, parents, volunteers, and diverse individuals.
- Ability to manage multiple tasks, prioritize deadlines, and adapt to changing ministry needs.
- Capable of working independently with minimal supervision while collaborating effectively with church staff and volunteers.
- Ability to uphold *MinistrySafe* requirements, including completing all required training and maintaining compliance (must successfully pass a background check for working with minors and vulnerable populations).
- Commitment to Christian values and alignment with the mission, theology, and practices of the United Methodist Church.

### Preferred Qualifications

- Coursework in ministry, education, childhood development, or a related field OR at least 2+ years of experience in children's ministry OR 2+ years of volunteer leadership.
- Experience working with children in a church, nonprofit, school, or similar environment.
- Familiarity with United Methodist-based curriculum, faith formation, or children's ministry programming.
- Ability to train, support, and motivate paid caregivers and volunteers in a ministry setting.
- Creativity and passion for designing engaging, age-appropriate faith experiences for children and families.

## ST PAUL UMC JOB DESCRIPTION

### Acknowledgment of Receipt

*(Please read, complete, and return this page to the Office Administrator.)*

I acknowledge that I have received and reviewed the St. Paul United Methodist Church Job Description and Employee Handbook. I understand that it is my responsibility to read, familiarize myself with, and follow the policies, procedures, and expectations outlined in these documents.

I understand that employment with St. Paul United Methodist Church is at-will, which means that either the church or I may terminate the employment relationship at any time, with or without cause, and with or without notice, as permitted by law.

I understand that the job description and handbook replace all previously issued versions. The Staff-Parish Relations Committee (SPRC) reserves the right to modify, revise, or rescind policies, procedures, practices, wages, and benefits at any time.

My signature below confirms that I have received these materials and understand the responsibilities and guidelines associated with my role.

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Date

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Employee Signature

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Employee Printed Name