



Children's Director

The Children's Director is expected to continually grow in their knowledge of their position. The Methodist Church will offer training opportunities to increase the effectiveness of the Children's Director's leadership. It is expected that the Children's Director will take initiative in their continuing education by seeking opportunities to enhance their skills.

Plans for new semesters will be assigned due dates in order to give all staff time and opportunity to recruit and train volunteers to lead and assist where possible.

AREAS OF RESPONSIBILITY

1. Promote Children's Ministry to attract families with children.
2. Kids Worship
3. Sunday Children's Programs
4. Sunday Program Volunteers
5. Vacation Bible School
6. Easter Sunday Egg Hunt
7. Wednesday Children's Programs
8. Wednesday Program Volunteers
9. Harvest Festival

ORGANIZATIONAL RESPONSIBILITIES

1. Plan the events/programs for Sunday morning children's ministry.
2. Plan the events/programs for Wednesday Evening Awana Club.
3. Produce a complete set of program topics and activities at least one semester ahead of time.

4. Publish a program and events calendar on the church Website, Facebook page and on appropriate bulletin boards/walls near children's ministry areas. A copy of this calendar must also be given to the Church Secretary.
5. Determine the number of volunteers needed to both present the programs and allow for safe sanctuary for the children.
 - a. Recruit and train volunteers including Safe Sanctuary policies.
 - b. Schedule and oversee volunteer staffing.
6. Produce Volunteer booklet for each Sunday and Wednesday program which includes the following:
 - a. Clear instructions for volunteer leaders to follow as they prepare for and lead the program.
 - b. Clear instructions for volunteer helpers to review and follow as they assist in the leadership of the programs.
7. Determine a policy regarding required Parental/Custodial participation in Children's programs/events. (Each parent/custodian must participate a minimum of 2 times per year.)
 - a. Inform parents/custodians of requirements and have each parent/custodian sign a covenant of participation acknowledging that they agree to these rules.
 - b. Produce a parent/custodian calendar that shows the responsible parties for each program/event.
8. Create a feedback form for parents and volunteers to fill out after each program/event.
9. Develop a parents planning group to aid in implementing Vacation Bible School each year.

WEEKLY ASSIGNMENTS

1. Contact volunteers for upcoming program/event. This should be accomplished no later than Monday of the week before for Sunday Programs and no later than Friday of the week before for Wednesday Programs.
2. Send out the program outline and notes to the volunteer(s) assigned to lead.
3. Send specific Sunday morning/Wednesday evening assignments for volunteer helpers.
4. Assist in procuring any needed materials for upcoming program/event.

5. Be present for Sunday and Wednesday program to assist the volunteers in any needs that they present.
6. Take attendance and turn it in electronically to Church Secretary.
7. Complete an Incident Report (when needed) and immediately notify Senior Pastor of any incident requiring this action.

REQUIREMENTS

- Minimum of 1-2 years experience working with children preferred
- A committed Christian who is deepening their personal relationship with Jesus Christ and modeling this to others
- Bilingual preferred
- Able to work in a team setting and work individually as well
- Excellent communications skills, written and verbal
- Proficiency in all Microsoft Office applications
- Ability to prioritize tasks to meet deadlines
- Possess a positive attitude
- Must work well with others

Pay commensurate with experience

Part Time with the potential to be Full Time