

Park Avenue United Methodist Church

801 Park Avenue • Hamilton, OH 45013 • 513-893-5311

Director of Children/Ministry Job Description

OVERSEES

All ministries specifically and/or potentially with children/youth involvement and volunteer workers.

REPORTS TO

Pastor, Staff Parish Committee, Education Team, and Administrative Board.

Administrative Board *Ex Officio* which would include a monthly meeting. (This may change if our Church committee structure changes.)

JOB PURPOSE

To develop vision consistent with plans for the overall church. Lead the ministry toward that vision progressively by providing leadership for the Children/Youth's Ministry program.

QUALIFICATIONS

- To be a person of Jesus and continue to demonstrate growth through faith in Jesus. This includes living the life of Jesus in discipleship according to the Scripture, being an example, to not only children/youth, but also to all people with whom s/he comes into contact.
- To provide leadership by assuring that our children/youth and the teachers/leaders have a working and growing understanding of the Bible and apply it to their individual lives so that they become a part of a Christian community.
- Prefer previous experience with children/youth programs.
- Ability to contribute to Sunday morning worship service (i.e. Advent/Christmas, Lent/Easter, Back to School, etc.) as needed or requested.
- Ability to communicate effectively/professionally with all levels of the church staff and community.
- Ability to organize and manage projects.
- Ability to be flexible and handle multiple projects simultaneously.
- Possess adequate computer skills.
- Demonstrate willingness to learn and perform the administrative functions necessary to coordinate the children/youth programs.
- Must meet all Safe Sanctuary guidelines.

JOB DUTIES

- Organize and lead adult volunteers to carry out weekly Sunday morning Sunday school and organize monthly planning meetings. Provide assistance in coordinating activities to ensure that volunteers have needed materials.
- Each weekend participate either directly in worship services or in education classes or a mixture of both.
- Emphasis on developing, implementing, and coordinating seasonal, larger scale events (i.e. Easter, Vacation Bible School, Christmas activities/events, etc.) for children/youth.
- Work with Pastor and parents as needed to coordinate activities and events.
- Submit a written quarterly calendar of events focusing on the activities/plans. This needs to be submitted to the Board *before* the quarter begins. A more detailed written weekly plan needs to be submitted every 4-6 weeks.
- Be involved in the lives of the children/youth of PAUMC and those who may become connected to during their childhood years so that they may be reinforced in faith and become disciples of Jesus as they grow toward adulthood.
- Provide children information in newsletters, Facebook and/or Park's website in accordance with Safe Sanctuary guidelines. Communication needs to be churchwide.

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JOB DUTIES (continued)

- Do "Children's Moments" during second service in coordination with Pastor.
- Provide monthly communication the congregation on children/youth activities and accomplishments.
- Attend monthly Education Team meetings.
- Coordinate activities with local youth/pastors or youth ministries.

ACCOUNTABILITY

The Director of Children/Youth will be directly responsible to the Pastor and the Staff Parish Relations Committee. This job description will be reviewed annually by the SPRC.

COMPENSATION

- This is a part-time salaried position, as defined for tax and benefit purposes.
- The annual salary to be determined by education and/or experience.
- The Director of Children/Youth is entitled to one (1) week of paid vacation annually beginning after six (6) months of service

If interested, or to apply, please contact the office at **513-893-5311** or by email **parkumcoffice@fuse.net**