

BLACKSBURG UNITED METHODIST CHURCH

STAFF MINISTRY POSITION DESCRIPTION



POSITION TITLE:	Director of Children's Ministry
REPORTS TO:	Lead Pastor
DEPARTMENT:	Education
DIRECT REPORTS:	Nursery Caregivers and Program Volunteers
POSITION STATUS:	Part-time (15 to 20 hours per week)
FLSA (Fair Labor Standards Act) STATUS:	Exempt
SALARY:	\$20,000 annually
PREPARED DATE:	February 2022
APPROVED BY:	February 2022

POSITION SUMMARY: The purpose of our Director of Children's Ministry is to cultivate the spiritual lives of children and their families so that the abundant life of Jesus grows in each person. The Director of Children's Ministries shall have primary responsibility for planning and implementing the spiritual formation opportunities for the children through the Church St. campus of Blacksburg United Methodist Church (BUMC), and for overseeing Fun 143 Outreach Ministry at in the Hollins Estates community in Blacksburg. All programs shall reflect and support the teachings and practices of the UMC. The Director is a member of the ministry team that assists children to grow in faith and develop Christian service in the church and society. Other duties may be assigned as needed.

STAFF RELATIONSHIPS: The Director shall work with staff, committees, and groups to ensure effective and efficient facilitation of the total program. Specific responsibilities include but are not limited to: attending weekly staff meetings, serving as the staff liaison for the Children's Council, the Preschool Board, and provides updates to the Church Council.

DUTIES AND RESPONSIBILITIES IN CHRISTIAN EDUCATION:

- Responsibilities include the following:
 - Coordinates Sunday school and/or Wonder Lab for children at BUMC by selecting curriculum and materials, planning scope and sequence, recruiting and training teachers.
 - Assists in developing and tracking the appropriate sections of the annual budget.
 - Plans, coordinates, and implements Vacation Bible School (VBS) by recruiting and training volunteers, selecting, and ordering curriculum, registering children, organizing all logistics of the program and other tasks as needed.
 - Plans and coordinates the Bible Adventure Program which includes Bible education and presentation.
 - Plans and coordinates all children programs on the Church Street campus such as, but not limited to, the Angel Tree, Back to School backpacks, and Easter egg hunt.
 - Manages and follows through on publicity for all related activities and programs.
- Children's Worship:
 - Provides a program of special events throughout the year to offer children and families opportunities for fellowship, fun, service, and learning.

- Safe and Nurturing Environment:
 - Hires, trains, and schedules paid nursery caregivers for Sunday School, worship services, choir practice, home group meetings, and other special services and events.
 - Oversees implementation of BUMC's Child Protection Policy by training and screening volunteer and paid workers in children's ministries on all church locations.
- Fun143 Outreach Ministry at Blacksburg Estates:
 - Coordinates tutoring program by providing learning materials, working with volunteers, and communicating with schools for after school tutoring programs for elementary, middle, and high school students.
 - Coordinates mentoring program by working with the Stepping Up coordinator and advisory board to select and train mentors, monitor and support mentor-student matches, and plan whole group activities for the Stepping Up mentoring program for middle and high school students.
 - Facilitates participation of Fun143 students at Blacksburg United Methodist Church by coordinating transportation to church activities, scheduling volunteers to supervise children during church activities, providing opportunities for middle and high school students to participate in youth group and youth activities, and assuring that children and youth have appropriate attire and supplies to participate in church activities.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Strong Christian faith and knowledge of United Methodism (preferred).
- Experience in working with children, adults, and families in an educational format is a requirement.
- Excellent communication and personal interaction skills are required.
- College degree is required with emphasis in education, early childhood, Christian education, or related fields.

I acknowledge that I have read and understood the scope of the ministry position, and willingly abide by the vision and duties defined herein.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____