

TALLMADGE UNITED METHODIST CHURCH

Job Description – DIRECTOR OF CHILDREN’S AND FAMILY MINISTRIES (20-25 hour/ week paid position)

August, 2018

Position Goal: To serve as a staff member of Tallmadge UMC, reporting to the Senior Pastor. The person must be willing to work as a member of a team in a familial environment to help fulfill the mission, ministry and need of the church.

Objectives:

- A growing spiritual personal life.
- Leading and coordinating existing children’s and youth ministries and education, with emphasis on children through 5th grade.
- Developing and maintaining new programs and growing participation over time.

Leadership Responsibilities:

- Junior Church
 - Recruiting and training teachers and assistants
 - Leading Junior Church services and incorporating aspects of worship services (music, scripture, corporate prayer) into the programs.
- Monthly Children’s Activities
 - Develop imaginative activities for children by age group.
- Organize background checks using TRAK-1 or other online program for all new hire employees.
- Organize background checks for all teachers of children and youth.
- Oversee Adult Leaders of Youth Groups. Hold quarterly meetings.
- Chair the Education Committee.
- Order palms for Palm Sunday.
- Set out baskets of candles for Christmas Eve services.

Supervision and Coordination Responsibilities:

- Sunday School Program
 - Responsible for supervision and coordination of the Children’s Sunday School program. Duties include recruiting and training teachers and substitutes, informing teachers of workshops and encouraging participation, annual observing teachers in the classrooms and advising. He or she will also establish program goals (what should students accomplish or learn in each class) with a very strong Bible focus, and promote the program within the church and community.
- Crib Room and Nursery
 - Responsible for supervising the crib room attendant and recruiting and training helpers for the crib room and nursery. Keep licenses and certifications up to date.
- Children’s Music Program
 - Responsible for coordinating the group’s schedule with other children’s activities.
- Vacation Bible School
 - Responsible for interacting regularly with the current Vacation Bible School leaders and providing assistance as needed.
 - Duties also include recruiting and advising leaders as needed, selection and ordering of curriculum material and shopping for supplies.
- Confirmation Class
 - Assist in coordinating the curriculum, mentoring program and other activities at pastor’s discretion.

- Publicity
 - Responsible for promoting and publicizing programs and events that pertain to children and their families through the *Visitor*, the bulletin, and media, by submitting the articles and information to the secretary or whoever is editor and publicity person.

Administrative Responsibilities:

- TUMC Child Protection Policy
 - Responsible for administration and implementation of the TUMC Child Protection Policy **and to keep it up to date**. All adults teaching children and youth must be background checked.
- Annual Summary
 - Responsible for preparing the annual ministry summary to the church conference related to Christian education and children's programs.
- Budget
 - Responsible for submitting the annual budget to the finance committee for all children's and youth Christian education and programs.
- Curriculum and Resource Materials
 - Responsible for ordering classroom materials and supplies for all children's and youth Christian education programs. Responsible for assuring that materials meet individual program goals and the church's mission statement and eliminating redundancies between programs (i.e. Junior Church and Sunday School).