North Shore United Methodist Church-Canyon Lake, Texas

Job Description: Director of Children’s Ministries

Date: November 2022

Reports to: Lead Pastor

Hours: 25-30 hours a week

**Job Summary and Purpose:**

The Director of Children’s Ministries provides oversight for programming that ministers to the spiritual growth and needs of children (birth through 5th grade) within the North Shore congregation and outward within the Canyon Lake community. This includes recruiting and developing leaders, building healthy relationships with children and families, and working closely with the Lead Pastor on long-term planning and visioning related to Children’s Ministries.

**Primary Responsibilities and Duties**:

1. **Develop, lead, and implement** an intentional ministry plan for guiding and encouraging faith development in children and their families.
2. **Create a safe environment** for children that encourages and supports spiritual growth. This includes complying with and coordinating the Safe Gathering Program, ensuring that all volunteers and staff members working with children for all events have fulfilled requirements (including Texas driver’s license and background checks).
3. **Plan and implement programming** for children including: Sunday School, Children’s Church, Embark, Vacation Bible School, mission projects, fellowship, and special events
4. Weekly Ministries (primarily Sundays)

* **Sunday School** for pre-school age - 5th grade.
* **Children’s Message** in worship—oversee, prepare, and present content; or recruit volunteer.
* **Children’s Church** - worship and teaching service for children ages 5-11 held during the second half of worship services.
* Make sure **Children’s Worship packets**/bags are prepared for each week
* **Embark**- a “pre-youth group” ministry for 3rd-5th grade; 5-7p on Sundays—to nurture spiritual growth, community, and service opportunities
  + **Nursery –** recruit, train, and schedule nursery workers (paid and/or volunteers) for Sunday mornings

B. Seasonal Events

* VBS oversight to include choosing curriculum, coordinate planning team, recruit volunteers, communication, implementation
* Fall Event (Trunk or Treat or equivalent)
* Pajama Jam (or equivalent during Advent)
* Easter Egg Hunt
* Summer Camp/Missions—research and coordinate possibilities for camp and/or missions; if available, facilitate participation

1. **Volunteers**

Recruit and train a team of volunteers that leads to sustainability of children’s ministry programming

1. **Communication**

* Ensure that the congregation is aware of the mission of Children’s Ministries and how that mission is being carried out.
* Provide ongoing communication to parents of children, volunteers, and the North Shore Community. This includes: emails, social media, weekly eblasts, website, phone calls, text messages, and meetings (as needed)
* Ensure that the church’s website is updated with current activities and information.

1. **Encourage and equip parents** in their role as primary disciple-makers of their children and support parents in teaching and mentoring their children in a life of following Christ.
2. **Integrate children into the larger church community**. Help foster an “extended family” atmosphere where all ages are valued and contribute to the community of NSUMC.
3. **Curriculum, budget and supplies**

* Research and select appropriate curriculum for children’s ministry
* Manage children’s ministry budget; maintain accurate financial records for programming and make program budget recommendations
* Order and manage supplies and materials for children’s ministry

1. **Relationship with Kids Cove** Preschool-

* work with the Director of Kids Cove to build relationships with Kids Cove families
* work with Director of Kids Cove to coordinate and or/provide chapel devotionals once a week.

1. Develop and nurture relationship with **Rebecca Creek Elementary School** (Kids Hope or other ministry connection)

**Additional responsibilities include**:

1. Maintain appropriate records of attendance

2. Maintain children’s ministry database with updated contact information and appropriate release forms

3. Attend North Shore staff meetings (usually twice a month)

4. Attend Administrative Council meetings (once a month)

5. Attend Church Conference (annually)

**Core Competencies**

● Exhibits a mature faith and growing personal relationship with Jesus Christ, including regular practices of spiritual disciplines

● Has a passion for working with and nurturing the spiritual lives of children (birth-5th grade)

● Is an outgoing, energetic, spirit-led, self-starting person who demonstrates an ability to be engaged in Children’s Ministry and the life of North Shore UMC

● Demonstrates a solid understanding of the Christian faith and ensures that children’s ministries align with United Methodist tradition, with an emphasis on nurturing children and families in faith formation.

● Has experience, wisdom and knowledge about faith formation and spiritual development and is able to connect that experience, wisdom, knowledge in practical ways with ministry to children, their parents and families

● Has basic knowledge of child development and the ability to select age-appropriate lessons and activities

● Has the ability to connect relationally with all members within a family unit

● Has the ability to work collaboratively with other staff members and church leaders to attain the overall mission of the church

● Has strong abilities and experience in equipping leaders and working with teams; delegating responsibilities appropriately, and encouraging volunteers.

● Exhibits strong relationship skills and ability to manage conflict in a healthy way

● Demonstrates both creative thinking and critical thinking

● Is an innovator who is willing to create and implement new ideas to keep the church relevant and connected to the community.

● Has excellent verbal, non-verbal, and written communication skills and demonstrated teaching ability

● Has excellent administrative skills: attention to detail, accurate reporting, good planning, organization, coordinating and scheduling skills

● Maintains a healthy balance of work, rest and play in life

● Has a steadfast commitment to the highest ideals of the Christian faith, of the UMC and is theologically aligned with the United Methodist Church