

# CHILDREN'S MINISTRY DIRECTOR



The role of the Children's Ministry Director (CMD) is to oversee the children's ministry strategy (ages 2-14) at Pine Street United Methodist Church under the direction and leadership of the Lead Pastor. This includes oversight and recruitment of volunteers for Sunday Morning Children's Programming, Nursery Care, Vacation Bible School, and other Special Event Programming. This will require a firm grasp of the beliefs, values and strategy of Pine Street and the ability to align key leadership teams with its mission, vision and values. The CMD will partner with parents to lead children to a genuine sense of belonging, involvement and spiritual growth at Pine Street by meeting children where they are and leading them to next steps.

The Children's Ministry Director will be responsible for the following:

## 1. Oversight of Campus Worship Experiences

Responsible for creating programs that provide engaging experiences and life-changing environments for children:

- Providing insight and direction for big picture programming and creative planning processes.
- Selecting relevant curriculum, props, and games for Sunday Children's Programming.
- Ensuring that check-in areas, ministry spaces and signage are clear, current and focused on new children and their families.
- Producing videos, weekly scripts and lessons, printed promotions, verbal announcements, web page information, marketing, etc., in coordination with the Communications Director, about the children's ministry at Pine Street.
- Creating and maintaining a safe environment for children, including those with special needs at Pine Street.
- Developing a systematic and effective effort to integrate children's small groups into weekend environments.
- Implementing a strategy to equip parents to help their children take their next steps toward Christ.
- Execute children's outreach efforts at Pine Street

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## **2. Leadership of Staff and Volunteer Teams**

Success in this role will be best accomplished by prioritizing an investment in ministry leaders who, in turn, influence the children. Responsible for creating an environment that recruits, develops and empowers children's ministry leaders:

- Communicating clear vision and wins for staff and volunteer teams on a regular basis.
- Building systems and structures that lead people from being spectators to volunteers.
- Overseeing systems for background checks, safety and security procedures, scheduling, training and care of volunteers.
- Leading staff and volunteer meetings.
- Actively encouraging volunteers to connect with families and children during the week.
- Offering volunteers curriculum, coaching materials and creative approaches to small group ministry.
- Championing the children's ministry leadership development strategy.
- Providing staff and volunteer teams with current children's ministry best practices.
- Ensuring that the children's ministry team answers questions and provides remarkable customer service to parents and children on a consistent basis.
- Providing regular evaluations and feedback to team members.
- Creating and continuously improving follow-up methods to ensure that new children and their families are plugged in to Pine Street.
- Managing budget forecasts and expenses for Children's Programming.

## **3. Modeling Biblical Priorities**

Responsible for upholding Biblical priorities and care values of Pine Street. The CMD should represent a growing personal relationship with Christ. The CMD strives to fulfill his or her purpose in life and ministry while demonstrating integrity in words, relationships and actions.

These objectives are accomplished by:

- Regular prayer and quiet time with God.
- Attending worship services on a regular basis at Pine Street.
- Supporting the ministries of the church and committing your resources to God through tithing or working towards tithing.
- Serving in mission opportunities outside of the Church.
- Participating in faith development, spiritual growth and/or small groups within the Church.
- Loving your neighbors and sharing your faith within your daily life throughout the community.

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## **4. Position Details**

- This Position is Part-Time
- Hours are flexible but Due to the nature of church life, Sunday mornings are mandatory. However, time off including Sundays can be arranged with appropriate notice.
- The position will average 12-15 hours per week with opportunity for growth if the candidate is interested.
- Compensation will be \$12-18 per hour paid biweekly.
- Computer skills are required.
- PA State Police, Child Abuse, and FBI clearances are required.
- Education Experience or Children's Ministry Experience is preferred.

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