

MONTICELLO UNITED METHODIST CHURCH

Job Description for
Director of Children's Ministries
(March 2021)

- I. Responsibilities:
 - A. Coordinate children's ministries (birth through 5th grade) in the areas of Sunday School (called Adventures in Faith), Sunday evening programming (called Friendship Connection), and nursery.
 - B. Coordinate an integrated curriculum throughout the programs.
 - C. Communicate with participating families, volunteers and church staff about upcoming activities.
 - D. Encourage, recruit, train and support volunteers.
 - E. Oversee and work with Nursery Coordinator.

- II. As a member of the church staff ministry team:
 - A. Have a love and passion to minister to children and families.
 - B. Must have excellent communication skills.
 - C. Will be a team player, responding to the Senior Pastor as the head of that Team.
 - D. Will maintain appropriate confidentiality.
 - E. Will be a supportive part of the church family.
 - F. Will support the doctrine and teaching of the United Methodist Church.
 - G. Will participate in church staff meetings as requested by the Senior Pastor.

- III. Expected work schedule
 - A. This is a salaried position.
 - B. This is a part time position with an expectation of 20 hours per week.
 - C. Benefits include church paying employer's portion of FICA, and flexible benefit plan for medical reimbursement.

Accountable to the Senior Pastor