



Herndon United Methodist Church

Job Title:	Director, Children's Ministry	Job Category:	Pastoral
Position Type:	Part-time	Reports to:	Senior Pastor

Job Description

ROLE AND RESPONSIBILITIES

The Director of Children's Ministry will be a creative, energetic, and spiritually grounded leader who will work directly with parents, staff, and volunteers to create a welcoming and loving faith environment where infant through sixth grade children and their families experience God's love and grow together in their faith in Jesus Christ.

The Director of Children's Ministry will serve as a model of Christian discipleship. This position will provide a vision for children's ministry that demonstrates God's love and invites deepening faith through creative learning, wholesome play, meaningful worship, and ever-expanding service. This position will orchestrate a program of children's ministry that is engaging, relevant, appropriate and effective for ages infant through sixth grade. This position will support, mentor, and engage parents as partners in the spiritual nurture and Christian development of their children, reinforcing the learning that is taking place in church settings. The Director of Children's Ministry will reach out to the community, including families associated with Herndon UMC's Preschool and Upward Basketball program, to expand growth opportunities.

Primary Tasks:

- Implement a comprehensive approach to children's ministry that includes fellowship, education, mission, and worship while serving as a spiritual leader and role model by combining family with our faith community to influence and develop each child's relationship with God.
- Develop programs and relationships with parents that strengthen their role as spiritual mentors and encourage their partnership with the church in the spiritual growth and development of their children.
- Manage and support the Children's Ministry Team as they develop and implement this holistic and faith-based ministry, including the development of an ongoing process for communicating the goals and vision of the children's ministry and the recruitment and training of volunteers.
- Manage the Children's Ministry Team to craft core Christian truths into engaging relevant and memorable experiences to include KIDS Club (Sunday School), Vacation Bible School, and special events.
- Evaluate curriculum and adjust as needed, working in collaboration with the Senior Pastor, teachers, and Children's Ministry Team.
- Develop, supervise, and schedule Nursery ministry and staff.
- Sustain a presence in Sunday worship and other general church activities as appropriate and to also enlist parents to act as partners in the spiritual formation of their own children.
- Support other ministries for children including:
 1. Support Upward Sports Ministry and activities for elementary age children, collaborating with Upwards Basketball leadership team.
 2. Collaborate and support HUMC Preschool by attending meetings.
 3. Engage others on the Missions and Ministry Team to foster multigenerational spiritual growth.
- Work effectively with staff in coordinating and including children, along with their parents in all aspects of church life such as music, worship, mission, small groups, and fellowship.
- Recruit, engage, develop, and recognize volunteers who work with children in all aspects of children's ministry and ensure adequate volunteer support.



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- Ensure the implementation and monitoring of all Child/Youth Protection Policy and Safer Sanctuaries guidelines, including the screening, oversight, and training of volunteers.
- Develop creative and modern communication strategies for children and their families, collaborating with the communications team and other church staff and use all available resources (email, website, group text, newsletters, social media, etc.). Ensure effective and regular communication with church staff and leadership, parents, volunteers, the congregation, and new families in our local community.
- Develop, manage, and comply with resource requirements consistent with Resource Management Team policies.
- Other assignments as assigned by the Senior Pastor.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- A Bachelor's degree in a related field or equivalent experience with Children's Ministry and/or children; education is required.
- Rich Christian spiritual life and commitment to United Methodist theology and practice
- Proven ability to effectively connect with children and their families, church staff, and teams of volunteers.
- Ability to communicate a vision as well as plan, develop, coordinate, manage, and implement that vision for a children's ministry.
- Effective organization and administrative skills with attention to detail.
- Experience in recruiting, managing, and engaging volunteers.
- Excellent written and verbal communication skills including conflict management skills.
- Modern computer literacy, including the use of the internet and social media as an outreach tool.
- Self-motivated
- Ability and desire to be available to children and their families in a variety of ways (i.e., attendance at extracurricular church activities, visitation, etc.).
- Familiarity with resources for developing the children's ministry programming and participation in continuing education events and training opportunities.
- Functions as a team member and values a collaborative approach to ministry.
- Candidate must pass background check

Reviewed By:	Resource Management Team	Date:	June 2024
Approved By:	Senior Pastor and Resource Management Team	Date:	June 2024
Last Updated By:	Resource Management Team	Date/Time:	June 2024