

Trinity United Methodist Church
Director of Children's Ministries
Job Description

Trinity United Methodist Church is seeking a Director of Children's Ministries whose values align with Trinity's:

- *Belonging* - We were created for community, in community, and we belong to one another.
- *Faithfulness* - We offer God the best of who we are and what we have.
- *Growing* - We strive to become more like Jesus every day.
- *Making an Impact* - We believe in making a difference for God every day.
- *People* - People matter to God, so people matter to us.
- *Scripture* - God's word is relevant now, and in every generation.

The Director of Children's Ministries plays a vital role in implementing these values and fostering the spiritual development of children and families within the Trinity community. As a member of the discipleship team, the Director oversees the ministries from birth through third grade and provides leadership to create a nurturing and safe environment grounded in God's love. The Director also works closely with the Director of Youth and Young Adults and Trinity's pastors to create a pathway where individuals can continue to grow in faith throughout their lives.

Position: Director of Children's Ministries

Accountable to: Associate Pastor

Essential key attributes:

- Visionary with the ability to engage and nurture lifelong faith formation in the areas of Christian education, discipleship, mission and outreach
- Deep faith with an active personal discipleship journey
- Passion and calling for working with children
- Spiritual leader and role model
- Commitment to the vision, mission and core values of Trinity United Methodist
- Innovative and creative thinker to move ministry forward
- Strong relational skills with people of all ages
- Ability to recruit and nurture volunteers and delegate tasks
- Self-driven to put together well-organized programs and events
- Strong communication skills, spoken and written

Qualifications:

- Associate or bachelor's degree preferred, with a focus on education and/or children's ministries
- Prior ministry experience with children and families within a church context
- An understanding of United Methodist/ Wesleyan ethos
- Successful completion of a background check

Expectations:

- Full-time
- Participate in staff meetings
- Consistent availability on evenings and weekends

Responsibilities:

- Provide general direction, guidance and vision for Trinity's children's ministries
- Prepare, plan and implement all children's ministries programming, including nursery/childcare, Sunday morning classes for preschool and elementary age students, special events and programs, and a family-oriented Christmas Eve worship service
- Develop a ministry plan that ensures families and those in the congregation have plenty of notice of upcoming events and activities
- Identify, recruit, train, equip and lead volunteers in the congregation to implement children's ministry programs and events
- Coordinate staffing and volunteer schedules
- Identify potential growth areas and implement new ideas
- Equip families with resources and education to help them become actively and intentionally involved in the spiritual formation and discipleship of their families
- Maintain regular communication with families, staff, volunteers and the congregation in a variety of ways
- Serve as an advocate for children's ministries with staff and the congregation
- Implement Trinity's child safety and protection policies
- Evaluate resources and educational material to ensure Bible lessons are relevant, engaging, and aligned with Trinity's core values
- Manage the budget and resources allocated to children's ministries
- Manage the children's spaces of the church, ensuring they are safe and clean
- Support the Director of Youth and Young Adults and other staff members as needed
- Perform all administrative duties related to children's ministries
- Other duties as assigned