

Ford's Chapel United Methodist Church

Job Description



Director of Children's Ministry and Administrative Assistant

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Updated September 2017

JOB SUMMARY AND PURPOSE:

The Director of Children's Ministry and Admin. Assistant will oversee ministry for children at Ford's Chapel from birth through 5th Grade, as well as maintain the daily administrative operations of the church office. The purpose of this position is to:

1. advance the Kingdom of God by growing disciples of Jesus Christ through the ministry of the church at Ford's Chapel,
2. support the Vision and Mission of Ford's Chapel,
3. develop, execute and maintain Biblical, consistent, safe, and age-appropriate ministry programming for children.
4. provide office management services.

ACCOUNTABILITY:

- This position reports to the Executive Pastor.
- This position is responsible for supervising and utilizing nursery workers (paid) and Children's Ministry leaders/volunteers (unpaid).

RESPONSIBILITIES:

Director of Children's Ministry

- Provide direction, oversight, and guidance for all Children's Ministry programming on Sunday mornings, Wednesday nights, and at occasional special events
- Develop and execute two (2) outreach events per year that engage children, their families, and welcome the unchurched
- Develop and maintain age-appropriate, engaging environments and opportunities for children to experience Christ
- Structure classrooms and curriculum with consistency and purpose that are appropriate for each age/stage of children and are consistent with the Vision and Mission of Ford's Chapel
- Utilize secure check-in/out system to maintain restricted environments for all weekly Children's Ministry programming and implement security plans during special events

- Develop and motivate leaders/volunteers for all weekly Children's Ministry programming
- Train, equip, and evaluate Children's Ministry leaders and volunteers
- Establish and maintain policies and paperwork on all Children's Ministry leaders and volunteers, including application of the UMC Safe Sanctuary policy
- Maintain updated records of background checks for all leaders and volunteers working with children and students
- Work with Executive Pastor to develop and propose an annual budget for Children's Ministry, and then effectively manage the approved and allocated budget
- Teach at least twice a month during the Learning Center's weekly chapels
- Be the main advocate for children in regards to their spiritual formation, Biblical knowledge and safety
- Be able to guide children to a personal, saving relationship with Jesus
- Be able to explain age-appropriate spiritual growth and discipleship to children and their parents
- Coordinate with the Director of Communications to ensure the effective communication, marketing, and advertising of Children's Ministry events
- Coordinate with the Director of Student Ministry to collaborate on grade-transitional seasons and events
- Coordinate with the Director of the Learning Center to collaborate on ministry to children as appropriate
- Attend weekly staff meeting
- Regularly attend a Sunday morning worship service at Ford's Chapel

Administrative Assistant

- Maintain the church-wide calendar for all events and functions happening on campus
- Process receipts and maintain budget reconciliation for staff and lay leaders
- Daily communication processes
- Assist pastors with benevolence requests and processes
- Assist staff in congregational and community care
- Maintain a presence in the Church office to answer calls and receive guests during office hours (currently Mon-Thur, 9:00am-2:00pm)

QUALIFICATIONS/SKILLS:

- Bachelor's degree preferred
- Highly-organized required
- Experience in church ministry and oversight in children's ministry preferred
- Ability to maintain basic accounting records
- Knowledge of Quickbooks, Google Suite, and Office Suite preferred
- Fully embrace and support the Mission and Vision of Ford's Chapel
- Pursue an active and growing personal relationship with Jesus Christ and the Church

- Maintain compassion for children and their families and demonstrate the desire for them to grow in their knowledge and experiences with Jesus
- Ability to effectively communicate the Gospel to children and their parents
- Ability to teach and apply the Bible to children as appropriate to developmental levels
- Ability to welcome and connect with new children and their families
- Willingness and ability to unite with church staff for team ministry collaboration
- Available to work Sunday mornings, Wednesday evenings and maintain office hours (approx. Mon-Thur, 9am-2pm)

STATUS AND BENEFITS:

- This is a paid, salaried, full-time (40 hours/week) position
- Three weeks paid time-off per year (total of 4 Sundays off per year)
- Exempt from work between Christmas and New Year's Day (excluding Sundays)
- One week of paid leave for mission trip (requires approval)
- Health insurance and retirement options are not offered with this position