

## **Director of Children and Family Ministries Menomonie United Methodist Church**

**GENERAL DESCRIPTION:** The position has responsibility for coordinating, planning, and/or supervising activities for children and their families in the church. The Director is supervised by the Staff Parish representatives on the Accountable Leadership Board through the Pastor with input from the Education Ministry Team. The Director is the staff representative at all Education Committee meetings. Activities will be coordinated with other committees when appropriate for the program plans of the church. The position anticipates an average of 15 to 20 hours per week on a flexible schedule to allow for meetings, activities and regular planning time. Duties are performed principally in September through May with duties such as Vacation Bible School, KidVentures, and possibly a Mission Trip conducted in the summer months. All staff must have a confidential background check completed by the pastor who will advise the Staff Parish representatives on the Accountable Leadership Board on any areas of concern.

### **QUALIFICATIONS**

1. Commitment to the Christian faith and ministry in the church.
2. Ability to relate to children and interpret trends.
3. Must be sensitive to needs and pressures of children with knowledge of possible solutions.
4. Enthusiastic and energetic, willing to share her/his faith, and develop excitement about knowing Jesus Christ.
5. A self-starter who is creative and can implement and follow through with her/his ideas.
6. Good leadership skills and ability to work well with people of all ages.
7. Must have good written and verbal communication skills and conflict management skills.
8. Must possess organization and administrative abilities.
9. A valid driver's license and vehicle.
10. Comfortable with and experienced in using technology

### **RESPONSIBILITIES:**

#### **A. SUNDAY STUDY**

1. Work with the Education Ministry Team in developing a Sunday Study program through grade 12.
2. Be responsible with the Education Ministry Team for recruiting Sunday Study staff.
3. Plan and implement training for Sunday Study staff.
4. Order Sunday Study curriculum, using United Methodist materials when possible.
5. Secure and have available supplies and equipment needed or requested.
6. Develop an understanding of mission and stewardship with Church School children, including hands-on experiences.
7. Coordinate with others as appropriate for the welcome and guidance of new families.

#### **B. VACATION BIBLE SCHOOL**

1. Coordinate with volunteers for summer Vacation Bible School program for children through 6<sup>th</sup> grade and Kid Ventures for children/youth 4<sup>th</sup> grade through 8<sup>th</sup> grade.

#### **C. OTHER MINISTRIES**

1. Work with volunteers as the Camping Coordinator to share information about UM Camps with a camping Sunday each year.
2. Develop other programs of interest for parents and families which could include couples ministries for the strengthening of families.

#### **D. PUBLICITY**

1. Work with church publicity to advertise and publicize all activities for children and families for the church and community.

2. Use social media to connect families and children with the ministries available.
3. Provide articles with timely information for the church newsletter each month.

#### SALARY AND BENEFITS

Salary: Starting at \$12,000 –13,440 on a 11-month basis depending on qualifications. Salary will be reviewed at least annually by the Accountable Leadership Board as part of the annual budget planning.

Social Security: Per FICA regulations

Continuing Education: Funds and time provided as requested to and approved by Staff Parish Representatives on the Accountable Leadership Board in consultation with the Director and the Pastor.

Travel: By voucher, IRS rates, for church business

Termination: Termination of duties by the Director or the Church will be done with a minimum of 30 days notice.