



**Harmony United Methodist Church  
Director of Children's Ministries  
Job Description  
January 2018**

This is a part time twenty hour per week paid position. Additional hours may be required during the summer and with special events.

The Director of Children's Ministries is committed to the children of Harmony United Methodist Church by providing them a safe and nurturing place to learn and grow surrounded by God's love.

**Supervision**

This position is supervised by the Lead Pastor and the Staff Parish Relations Committee

**Specific Duties**

- Lead, recruit, and support weekly ministries including Children's Worship, Sunday school, and Kids with Purpose(KWP)
  - Post and update volunteer schedules regularly
  - Keep volunteers and Church Administrator informed of all schedule changes
  - Recruit and train volunteers for ministries
  - Develop a KWP schedule and maintain all contacts with service project recipients
  - Develop a KWP dinner schedule for weeks with no Wednesday night meal
  - Reserve building space for all programming
- Research and develop age appropriate curriculum for weekly ministries
  - Gather and inventory supplies for weekly programming including craft supplies and reading material for Sunday morning
  - Communicate with the Pastor regarding sermon themes or seasonal events to correspond with children's activities
- Assist with the vision, development, and implementation of special events such as the Easter Celebration and the Christmas Program
  - Plan activities for the Easter Celebration including Easter egg hunt and bounce house
  - Plan time and recruit volunteers to stuff Easter eggs
  - Recruit volunteers to help with set up, all event activities, and clean up
  - Advertise and recruit participants and volunteers for the Christmas program including music/piano accompaniment

- Plan Vacation Bible School, Summer Camp, and any other summer programming and scheduling, curriculum, staffing, and training. Summer planning begins in January with a schedule ideally set by the end of February.
  - Thoroughly advertise summer programming
  - Format all documents for summer programming
  - Hire and train summer staff
  - Purchase summer supplies per camp curriculum and activities
  - Purchase and organize all supplies for camp and VBS
  
- Coordinate the Church Nursery
  - Hire and supervise nursery workers for Sunday morning and potentially for other church events
  - Train nursery workers
  - Purchase supplies for the nursery
  - Report building safety issues regarding the nursery to Church Administrator or Trustees.
  
- Develop, monitor, and provide insight into the Church Budget with regards to Children's Ministries
  - Make yearly budget adjustments when requested
  - Write proposals when necessary
  - Reconcile credit card statement monthly and other spending with regards to Children's Ministries
  - Help volunteers with the reimbursement process
  
- Develop and nurture a Children's Ministry Council made up of staff, parents, and volunteers
  - Delegate volunteer opportunities
  - Plan regular meetings
  - Maintain compliance with HUMC Safe Sanctuary Policy
  
- Attend regular staff meetings and any other meetings requested by Lead Pastor or SPRC