

## **University United Methodist Church**

### **Children's Director Job description**

#### **About us**

University United Methodist Church is a community of grace, hope and unconditional love. Grounded by faith, inspired by discovery and compelled to serve, from our home on the LSU campus, outward to the world.

Supervisor: Senior Minister

Average # hours per week: 35 Hours with Primary responsibilities on Sundays.

Salary per year: commensurate with experience

Qualifications: Mature Christian Adult with a heart and passion for Christ, the UMC, and Children's Ministries. Educational background and experience working with children is essential. Must have good people skills; the ability to recruit and work with volunteers; and organize and carry out children's ministries and activities for UUMC.

- College degree preferable
- minimum of 3 years experience with children's ministry
- familiarity with the United Methodist Church's structure and doctrine
- strong organizational and administrative skills.

1. Primary responsibility is the Sunday School ministry of children from pre-K through 5th grade. This entails the following: recruiting teachers for all classes; providing materials and resources to teachers; training teachers as necessary; and providing written communication about the Sunday School to parents.

2. Coordinate and lead special programming for the Tweens (3rd-6th grade), meeting weekly on Sunday evenings during the school year. This program should include lessons

and mission opportunities, as well as fellowship. This will also serve as a bridge for our older elementary students, preparing them for Sunday Night Youth Group.

3. Work with the volunteer Children's Ministry Team to plan, organize, and carry out all children's ministries for UUMC including third-grade Bible Sunday; third-grade Bible class; acolyte training; VBS; the Harvest Festival; and the Easter Egg Hunt.

4. Supervise the Nursery Ministry of the church. The Nursery Coordinator will report to the Children's Director. Assure that the Nursery policies are being upheld, the children are being well cared for, and the building is clean and maintained. Also, act as a liaison between the Nursery and the church, helping to ensure childcare is available whenever necessary.

5. Research other successful children's ministries for ideas to improve UUMC children's ministries and implement new programming.

6. Attend a yearly children's ministries continuing education event at the expense of the church.

7. Work with the director of communications to: publicize children's events to the church and the larger community; and develop a children's ministry brochure.

8. Contact visitors to children's ministry events and follow up with personal invitations to children and their parents to all the ministries the church offers them.

9. Work closely with the clergy and other program staff through attendance at the weekly staff meeting to coordinate the calendar and plan events.

10. Coordinate a calendar for Preschool Chapel leaders for the school year that includes yourself, the pastors of UUMC, and any other staff or volunteers you recruit.

11. Coordinate a calendar for the Teaching Moment with Young Children in the Sunday worship services that include yourself, the clergy of UUMC, and any other staff or volunteers you recruit.

12. Regularly attend worship to greet and minister to the families of UUMC and visiting families and share the invitation to join in children's ministry activities at UUMC.

13. Other UUMC duties as needed and agreed upon with the supervisors and SPRC.

Job Type: Full-time

Pay: \$45,000.00 - \$50,000.00 per year

Benefits:

- Paid time off
- Parental leave

Ability to Relocate:

- Baton Rouge, LA 70802: Relocate before starting work (Required)

Work Location: In person