

**JOB DESCRIPTION: DIRECTOR OF CHILDREN & FAMILY MINISTRIES, Full Time**

2/26/25

First United Methodist Church, Howell, MI

**Salary Range**

\$45,000 - \$55,000 depending on qualifications, experience. 3% pension after one year.

**General Summary:**

Provides leadership and vision for program development, coordination, implementation and direction to staff and volunteers who are committed to shepherding children, birth through fifth grade. Help children and families grow in Christian discipleship. Provides a process for becoming a fully committed follower of Jesus Christ who can disciple others.

**Personal Expectations:**

- Strong Christian faith and a commitment to sharing Christ with others.
- Loves children and relates well to children.
- An appreciation of the United Methodist Church: its polity and theological tradition.
- A sensitivity to others and approachable.
- Integrity.
- Comfortable as a member of a team.
- Self-starter and initiator.
- Committed to the vision/mission/and core values of First United Methodist Church.

**Areas of Responsibility:**

- Engage children and families in worship.
- Provides leadership and vision to overall program development, coordination, implementation and direction to staff and volunteers who are committed to shepherding children birth through grade 5.
- Provides a process for individuals to become capable of discipling individuals to become fully committed followers of Jesus Christ.
- Manages the design, programming, communications and other issues regarding children and family Ministries.
- Provides leadership and mentoring for church families.
- Recruit, train and encourage volunteers to provide an adequate number of trained staff, volunteers and resources to carry out planned programs.
- Oversees Christian education related to Children's Church, Nursery/Childcare, Vacation Bible School, other programs and special events.
- Available to congregation through regularly scheduled office hours.

- Participates in staff meetings and other related duties to meet the ongoing needs of the church.
- Communicates with congregation and community on First United Methodist Church programs and activities through media outlets.
- Meet with the lead pastor to shape and implement the vision and goals for the Children and Family Ministries
- Attend church meetings as directed by the lead pastor.
- Provide leadership and lay staff development for ministries with children and families.

**Administrative Areas of Responsibility:**

- Order/develop curriculum
- Keep children's ministry areas clean and organized
- Register children and maintain database
- Oversee the implementation of the church's Safe Sanctuary policy relative to the Children and Family Ministry.
- Responsible for oversight of budget/budget development

**Minimum Qualifications:**

- Minimum of High School Diploma
- Bachelor's Degree in Education/Christian Education preferred.
- 1 -3 years relevant experience preferred
- Excellent writing skills, proficient in common software such as Microsoft Office Suite, various social media platforms and able to learn/effectively use other programs, including the church database.

**Accountability**

- This position is responsible to the Lead Pastor and to a liaison from the Leadership Board.