

**First United Methodist Church (FUMC) of Howell**  
**Job Description**

**Director of Children's Ministry (DCM)**

10/20/23

This position exists to promote and fulfill the Mission Statement of The United Methodist Church: *To make disciples of Jesus Christ for the transformation of the world.* We live out the mission through our vision of being a caring community growing in faith, hope, and love. The mission and vision may be accomplished through oversight and direction of all Children's Ministries, their families, the whole congregation, and connections beyond the church.

**Working Relationships**

The DCM reports directly to the Lead Pastor and is additionally supported by an assigned liaison from the Leadership Team.

The DCM supervises the activities of the Children's Ministries.

The DCM recruits and directs a Children's Ministry Team, completes annual background checks, and oversees the implementation of Howell FUMC's *Safe Sanctuaries Policies*.

The DCM interacts closely with other paid and volunteer leaders.

**Principle Duties and Responsibilities**

1. Direct and oversee Children's Ministries for and with children from birth through 5<sup>th</sup> grade and serve as the primary resource person on the Children's Ministry Team.
2. Provide pastoral care to families with children in collaboration with the clergy and the Caring Ministry team.
3. Develop goals and objectives to accomplish the mission in consultation with the Lead Pastor.
4. Create, plan, implement, and evaluate a comprehensive Children's Ministry for FUMC and children of the Howell area.
5. Promote participation and engagement with the congregation, newcomers, and the public.
6. Direct the selection and procurement of curriculum in consultation with the Lead Pastor.
7. Assure continuous communication of Children's Ministry plans with the Lead Pastor, the office staff, the congregation, and the public.

8. Monitor and maintain a safe environment for children to gather, grow, and serve.
9. Develop, submit, and manage the Children's Ministry budget.
10. Oversee and support the Nursery Coordinator and all Nursery Care.
11. Recruit, train, equip, monitor, and support volunteer teachers and leaders.
12. Provide administrative support (room assignments, attendance records, guest follow-up care, materials, copies, supplies, etc.)
13. Guide and direct various annual events, including but not limited to Vacation Bible School, Children's Day Camp, Christian Education Sunday, Faith Factory Kick-off, Teacher Appreciation Luncheon, Children's Christmas Program, Children's Mission Projects, and assistance with Wednesday Weekly events.
14. Promote Christian Camping programs and oversee campership allocations.
15. Serve the church's overall ministry.

### **Work Environment**

1. DCM is required to work in conditions with extended work schedules, multiple conflicting and changing priorities, and specific time constraints. Additional stress may be realized while working to address the needs of the members and the community.
2. DCM will attend Church Staff meetings.
3. This position is part-time and will include Wednesday evening and Sunday duties, requiring some evening and weekend work.
4. DCM will support a culture of respect, love, and acceptance toward all persons.
5. DCM will take time off as provided in the Personnel Handbook.

### **Education, Skills, Experience, Community Connections**

1. The DCM must be a devoted Christian disciple who models the Christian life to others and attends Sunday worship at FUMC.
2. DCM will demonstrate a commitment to honor the mission statement and programs of FUMC.
3. The DCM will preferably hold an Education and/or Children's Ministries degree. The DCM who does not have such a degree will take two or more classes per year toward that goal while serving as the DCM.
4. DCM will demonstrate interpersonal skills to work in a team environment.
5. DCM will demonstrate a passion for nurturing the Christian faith and growth in discipleship for all ages.
6. DCM will have excellent written and verbal communication and listening skills with all age groups.
7. DCM will have proven experience in building teams.
8. DCM will assist individuals within the congregation in identifying, developing, and using their spiritual gifts of ministry with a focus on children's ministry.

9. DCM will exhibit strong organizational and prioritization skills, attention to detail, ability to delegate tasks, and ability to implement and support projects to completion.
10. DCM will demonstrate an ability to handle highly sensitive and confidential information.
11. DCM will exhibit skills in technology with a willingness to learn new skills, programs, and tools for ministry.
12. DCM will develop and grow by seeking out continuing education opportunities.
13. DCM will participate and collaborate with other leaders in Children's Ministry through the Michigan Conference of The United Methodist Church and other ministry connections.