

**Job Title: Children's Ministry Director/Minister/Coordinator (Full-Time)**  
**Reports to: Senior Pastor, St. Mark's United Methodist Church**

**Position Summary:** St. Mark's United Methodist Church is seeking someone answering Christ's call to administer, supervise, and lead the children's ministries of our church, seeking to make disciples by providing opportunities for children and families to grow in their knowledge of scripture, their relationship with Jesus, and their practice of Christian discipleship.

**Typical Duties and Responsibilities:** Work closely with the Children's Ministry team, teachers, shepherds, coordinators and parents in visioning, planning, promoting, supervising, and carrying out the church's ministry to, with, and for children.

**A. Christian Education**

1. Plan the scope and sequence of curriculum for all classes; order and distribute curriculum
2. Recruit, train, and appreciate volunteer teachers and shepherds
3. Maintain accurate class rosters and records of attendance
4. Supervise and coordinate the use of classrooms, indoor/outdoor equipment, multimedia equipment, other facilities/spaces, etc.

**B. Worship Ministry**

1. Recruit coordinators for Children's Coin Offering each month and select the recipients of the offering
2. Coordinate and resource the Sunday children's message and worship bags
3. Plan and coordinate seasonal worship experiences (Christmas Eve, Easter, etc.)

**C. Summer Ministries**

1. Write or order special curriculum for summer Sunday school ages 2 to Grade 5
2. Promote Cedar Crest Camp, coordinating registration, scholarships, transportation
3. Plan and coordinate fellowship opportunities (JAM Sessions) for children
4. Oversee and coordinate Vacation Bible School each summer

**D. Nursery Ministries**

1. Provide and coordinate childcare for all church ministries
2. Directly and indirectly supervise paid nursery workers, nursery facilities
3. Schedule nursery workers, dates and times of nursery availability
4. Ensure that nursery policies are followed and periodically reviewed
5. Coordinate annual observances of Mother's Day and Father's Day

**E. Other Administrative Responsibilities**

1. Budget for all ministries and being accountable for all expenditures
2. Stock children's supply room and all classrooms with supplies, etc.
3. Attend all meetings as directed by the Senior Pastor
4. Coordinate missional/seasonal emphases throughout year (Easter egg hunt, food drive, etc)
5. Work with Family Ministries team to emphasize/celebrate intergenerational opportunities
6. Collaborate with the St. Mark's Preschool as it relates to ministries with children.
7. Direct the implementation of Safe Sanctuaries practices at all church-related events
8. Create and maintain social media presence for children's ministries
9. Create slides, bulletin boards, flyers, newsletter articles, brochures, etc. as needed
10. Anything else as deemed appropriate by the Senior Pastor

Preference will be given to applicants with a United Methodist background, prior ministry experience and degrees in elementary/Christian education or other appropriate disciplines.