

**Director of Children & Family Ministries**  
Job Description

Job Title:	Director of Children & Family Ministries	Job Code:	ED240
FLSA:	Exempt	Hours/Week:	40 hours/week
Incumbent:		Department:	Children & Family
Revised:	October 2022	Supervisor:	Executive Pastor of Ministry & Leadership

**General Function**

The Director of Children & Family Ministries is responsible for casting vision and creating safe, engaging, and age-appropriate environments for children ages 6 weeks through 5<sup>th</sup> grade. In partnership with various stakeholders, they develop and implement supportive programs that help children and families experience community, grow spiritually, have fun, and engage in the life of the church. This person ensures that children and families of all backgrounds are welcome and affirmed.

This person must be a collaborative team player who is called to full-time children and family ministry. They are relationally-driven and an effective leader, manager, teacher and creative thinker who advocates for children and partners well with families and the congregation.

This person ensures Safe Gatherings procedures are followed in their programs. They are solutions-oriented, an excellent communicator, and able to exercise good judgment in a variety of situations. They are able to coordinate their efforts with little direction and shepherd a project/event from conception to completion in partnership with others. This person is able to handle competing priorities in a professional and timely manner. They are someone who is committed to, and supports, the vision and mission of Manchester UMC and its leadership.

**Entry Requirements/Qualifications:**

- Bachelor’s degree
- 3+ years in children’s education or equivalent experience
- Previous experience in large church setting a plus
- Theological education a plus
- Must be available to work Sunday mornings

## Primary Duties and Responsibilities:

### Nursery & Children's Sunday School (Ages 6 weeks to 5<sup>th</sup> Grade)

- Use age-appropriate curriculum that is theological aligned with Manchester UMC
- Purchase, organize, and maintain supplies and equipment necessary for program
- Facilitate the recruitment, training, support, and scheduling of volunteers and paid workers
- Facilitate the organization, setup, and reset of all program spaces
- Facilitate child check-in and check-out procedures as well as attendance tracking
- Develop and deepen connections with new, existing, and missing families
- Coordinate the recognition and support of new parents
- Coordinate the recognition and support of newly baptized children
- Troubleshoot and resolve challenges that may arise

### Seasonal Programs

- Provide opportunities for children and families to learn, talk about, and experience Lent and Easter in age-appropriate and creative ways
- Provide a fun and engaging Vacation Bible School program in the summer
- Provide opportunities for children and families to learn, talk about, and experience Advent and Christmas in age-appropriate and creative ways
- Coordinate kindergarten and third grade bible programs

### Other

- Coordinate PRAYground volunteers, supplies and logistics on Sunday mornings
- Partner with Youth Department to help 4&5 graders transition into Youth Ministry
- Partner with the Communications Team to promote Children & Family programs
- Provide support and accommodations for children with special needs
- Protect and maintain confidentiality across all settings and forms of communications
- Foster strong working relationships with Manchester UMC staff and coordinate with them on systems, procedures, policies, and vision to ensure alignment
- Other duties as may be assigned by the Executive Pastor of Ministry and Leadership to support the ministry of Manchester UMC

## Skills & Talents

- Must have a passion for Christian ministry as expressed by Manchester UMC
- Must have excellent verbal and written communication skills
- Must be collaborative, compassionate, creative, innovative, and solutions-oriented
- Must be able to work independently, as well as in team environments
- Must possess strong time management skills and excellent organizational abilities
- Must be comfortable addressing and resolving conflict in a healthy way
- Must be able to handle sensitive and confidential information appropriately

## Work Environment

- This position is expected to work 40 hours per week including Sunday mornings. It will occasionally be necessary to work evenings and additional weekend hours.
- Position is eligible for health, dental, vision and life insurance benefits, employer retirement account contributions, paid holidays, vacation days, sick days and continuing education.
- Position has the support of a Ministry Coordinator for up to 10 hours per week
- Manchester UMC is a large, historic, and vibrant United Methodist church located in West St. Louis County, Missouri. More information about the church can be found online at <http://www.manchesterumc.org/about>

## Comments

- The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.
- Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

## TO APPLY:

Interested applicants should email cover letter and resume to [hr@manchesterumc.org](mailto:hr@manchesterumc.org). No phone calls please.