



# Grace United Methodist Church

Our name is our mission. - umcgrace.org

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## DIRECTOR OF CHILDREN & FAMILY MINISTRY - Revised May 2022

### Overview:

The Director of Children & Family Ministry serves full-time to assist the church in accomplishing its mission to make disciples of Jesus Christ for the transformation of the world. The Director of Children & Family Ministry ensures that Grace's ministry to children and families is sustainably structured, aligned with our mission and vision, and executed with excellence.

### Qualifications and Characteristics:

- Training and/or education in Christian Ministry, Education, Psychology, or related field.
- Passion for ministry with children and their families that spurs excitement and leads to growth.
- Experience in developing, implementing, and leading Christian discipleship programs for children and their families
- Authenticity and integrity that reflect the Fruits of the Spirit - love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.
- Experience in designing and maintaining volunteer systems.
- Effective administrative and communication skills.
- Fluency in Spanish is a bonus.

### Responsibilities:

The Director of Children & Family Ministry will work to ensure a high quality and innovative faith formation program for children (preschool through 6<sup>th</sup> grade) and their families.

- **Develop the Children & Family Ministry programs of the church to ensure effectiveness in promoting the mission and vision of Grace UMC.**
  - Oversee and evaluate current Children & Family Ministry programs and develop new opportunities as needs are assessed.
  - Select materials and oversee the development and execution of all children and family ministries (current offerings listed below).
  - Prepare and maintain the annual budget for Children & Family Ministry to be included in the Church Budget.
  - Work with Grace staff to maintain a system to track and manage children, families, and volunteers associated with the Children & Family Ministry.
- **Recruit, train, and supervise a volunteer team as well as Children & Family Ministry staff.**
  - Communicate with volunteers and staff regarding event logistics and support.
  - Recruit and maintain a robust team of volunteers through training, equipping, and supporting their ministry with children and families.
  - Ensure implementation of the Child Protection Policy.
  - Supervise, maintain, and support Nursery staff.

- **Facilitate opportunities for families to grow in faith together.**
  - Work collaboratively to create opportunities for parents and families to connect with one another through activities (parent's night out, family dinners, etc.)
  - Provide support and resources to parents in order to assist them in nurturing the faith development of their children.
  - Provide leadership and consultation for churchwide/seasonal events that are child-/family-centered (Lent, Advent, and Picnics.)
  - Communicate regularly with children and families to build relationships, offer support, and give encouragement.
  - Keep families engaged and informed through weekly emails and/or other avenues of communication to include the monthly church newsletter.
- **Coordinate outreach efforts to invite and welcome new children and their families.**
  - Create and maintain an environment of acceptance and inclusivity so that children of all backgrounds and abilities experience the love and grace of God.
  - Serve as a liaison with Grace Children's Learning Center to provide support and offer Christian Education resources (chapel, curriculum, classroom visits)
  - Develop evangelistic opportunities to welcome and invite children in the church's surrounding neighborhood to participate in Children & Family Ministry programs.
- **Advocate for Children & Family Ministries in the whole ministry of the church.**
  - Represent Children & Family Ministry at staff meetings and work collegially with staff.
  - Provide reports to the leadership board to keep these leaders apprised of Children & Family Ministry news and updates.
  - Participate in quarterly supervisor check-ins and an annual review.
  - Support children's music ministry leaders.
  - Work with the Director of Senior Adult Ministries to offer intergenerational ministry opportunities.
  - Engage children in opportunities for worship leadership.

### **Reporting Relationships:**

The Director of Children & Family Ministry reports to the Associate Pastor and has the following direct reports:

- Nursery Coordinator
- Nursery Staff

The Director of Children & Family Ministry is the primary leader of the following programs, through new programs may need to be created in the course of this ministry:

- Children & Family Sunday School (Upstreet & Parent Class, 3rd Grade Bibles)
- Children's Mission (TAG, Mission Possible, Family Mission Opportunities)
- Children's Worship (previously called Praise & Play)
- Vacation Bible School