

## **Associate Director – Children’s Ministry** **(Grades 1<sup>st</sup> – 5<sup>th</sup>)**

**Position Type:** Exempt  
**Category:** Regular, Full-time position  
**Classification:** Category D  
**Reports to:** Director of Children’s Ministry

### **Ministry Objective**

The Associate Director of Children’s Ministry is responsible for the development and implementation of Christian formation through the stages of faith for children in the first through fifth grades and to work with the staff as a team to integrate the vision and mission of BUMC Children’s Ministry.

### **Essential Functions**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are a representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Ministry Responsibilities**

#### DEPARTMENT DUTIES

- Provide leadership and vision for planning and implementing Milestone events, such as Worship Readiness, 3<sup>rd</sup> Grade Bibles, 4<sup>th</sup> Grade Prayer Walk, and 5<sup>th</sup> Grade Affirmation retreat
- Provide leadership for the planning and implementation of Vacation Bible School and Wonderfully Created (formerly Created by God/Wonderfully Made).
- Recruit, manage, train, and communicate weekly with faith formation and Sunday School volunteers.
- Work collaboratively with staff and volunteers by setting goals and themes for faith formation.
- Create and manage environments, activities and programming that will facilitate learning and encourage spiritual growth.
- Plan and implement other programs and family activities for the Children’s Ministry including camps, mission projects, and fellowship activities and provide leadership when necessary.
- Evaluate curriculum, objectives, and program implementation for ongoing faith formation ministries.
- Recruit and oversee committed volunteers to help with the supervision of the Elementary Sunday School.
- Attend weekly and monthly staff meetings as well as L3 team meetings.
- Work collaboratively with Student Ministry to provide a successful 5<sup>th</sup> grade transition.
- Work collaboratively with the Children’s Ministry staff and team on special events throughout the year.

#### ADMINISTRATIVE & FINANCIAL DUTIES

- Oversee the purchasing and ordering of curriculum and materials needed to implement curriculum.
- Oversee and manage the budget for Elementary Ministry.
- Manage social media sites for the Children’s Ministry. Communicate with other Children’s Ministry Staff members regarding content and timelines.
- Work with the Communications Team and Children’s Ministry staff to design and manage Children’s Ministry webpages, promotion for special events and Milestones, and other publicity items as needed.
- Send out weekly and monthly communication from the Children’s Ministry staff regarding upcoming events and programs to parents of 1<sup>st</sup> and 5<sup>th</sup> graders.
- Maintain background checks and Safe Sanctuary training for all elementary volunteers.
- Maintain the resource rooms which contain supplies, games, curriculum, Bibles, etc.

**Competencies**

- High level of competency in Microsoft Office software and other web-based technology (e.g. Facebook and other social media webpages) with ability to learn computer programs quickly and use them proficiently (e.g. Arena church management system, event scheduling & registration software, and calendaring software)
- Understanding basic finance and budgeting processes
- Effective written and verbal communication skills
- Effective at communicating with children, families, volunteers and staff
- Excellent organizational skills with strong attention to detail and accuracy and the ability to work independently, multi-task, prioritize, and manage time
- Adaptable and flexible in a changing work environment while approaching tasks and duties with a positive attitude
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Self-starter who takes initiative and anticipates needs of the department
- Enjoys a team environment and is service-oriented

**Education and Experience Requirements**

- Bachelor's degree required (preferred Elementary Education degree)
- 2 years or more experience in education or child development
- Theological understanding of Methodism; seminary trained or equivalent years of experience working in ministry setting preferred
- 2-3 years' experience working or volunteering in a medium or large church setting

**Supervisory Responsibility**

This position does not have supervisory responsibilities.

**Work Environment**

The work environment for this position is two-fold: it operates in a professional office environment and also in a church childcare-like setting.

**Physical Demands**

While performing the duties of this job, the employee will be in an office and childcare-like environment. Position is a combination of sedentary and active interaction with children. It requires person to talk, hear, stand, walk, sit, bend, stoop, reach, and occasionally sit on the floor. Employee lifts children and/or items up to 30 pounds.

**Expected Hours of Work**

Days and hours of work are Sunday - Thursday, 40 hours per week. Position requires Sunday and Wednesday evening hours during school calendar year and additional evening and weekend hours for certain events and projects.

**Travel**

Travel is primarily local during the business day, although some out-of-the area and overnight travel may be expected.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.*