

Sierra Vista United Methodist Church

Director of Family and Children's Ministries
Job Description

QUALIFICATIONS

- A. A person committed to Christ and His Church, with a love for children and their families and a desire to serve in team ministry.
- B. Above average ability to organize, coordinate, recruit, train, motivate, and supervise both volunteer and paid staff, with strong skills in organization, vision, planning, and curriculum development, and with computer proficiency.
- C. Experience in Christian Education or Children's Education with formal training preferred.

PURPOSE OF JOB

Identify, recruit, train, supervise, retain, and nurture individuals to teach children and families about God's love and grace through an intimate relationship with Jesus Christ.

RESPONSIBILITIES

- A. Serve as staff coordinator for the Church's Children's Council
- B. Plan, secure leadership for, and insure implementation of a variety of children's programs throughout the year, such as but not limited to the following:
 - 1. Sunday Morning Educational Events (Power: Hour)
 - 2. Third-Grade Bible Presentation
 - 3. Vacation Bible School
 - 4. Palm Sunday: Children's Worship Presence
 - 5. Easter Celebration
 - 6. Children's Summer Mission Trips and Events (Mission: Possible and Care & Share)
 - 7. Pastor Blaster
- C. Plan, secure leadership for, and insure implementation of programs to involve children in the weekly services of worship throughout the year, such as but not limited to the following:
 - 1. Acolyte
 - 2. Lay Readers (children and family)
 - 3. Worship Materials/Cart
 - 4. Child-led Worship Service
 - 5. Children's Choirs
- D. Coordinate with Adult and Youth Ministries to plan, secure leadership for, and insure implementation of a variety of Family Ministries programs through the year, such as but not limited to the following:
 - 1. Midweek Program (KICK)
 - 2. Family Advent Celebration and/or Christmas Eve Kid-Friendly Service
- E. Provide parenting information, activities, and program
- F. Provide training in stewardship for children and families
- G. Provide mission projects for children and families through Sunday School and

other activities

- H. Communicate all Family, Parenting, and Children's Ministries to the congregation through bulletin articles, handouts, newsletters, children's visitor packets, and multi-media presentations.
- I. Provide information to the persons running the Sierra Vista UMC website and marquis to be used for community-wide communications.
- J. Encourage and coordinate children's and families' participation in church-wide activities, such as Harvest Festival, Stewardship Campaign, etc.
- J. Work with other staff to maintain effective contact with all children and their families, including these groups:
 - 1. First-time visitors
 - 2. Attendees who are inconsistent in attendance in worship or regular activities
 - 3. Attendees new to the Church
 - 4. Preschool families
- K. Provide high quality, consistent teacher training
- L. Provide programs to encourage attendance and participation
- M. Provide high quality, effective curriculum and insure timely distribution
- N. Encourage and coordinate Children and Family participation in District and Conference events
- O. Ensure a safe environment for Children and Family activities, per all safety policies set forth by both Sierra Vista United Methodist Church and the Rio Texas Conference
- P. Assist the Senior Pastor as needed

IV. SUPERVISION

- A. Supervised by the Senior Pastor
- B. Provides supervision for the Nursery Coordinator and staff, as well as the Children's Ministry Servant Team

V. ADDITIONAL EXPECTATIONS

- A. Consult with and assist the Child Development Center (preschool and KDO) and staff as needed
- B. Support connectional ministries as time permits
- C. Serve in liaison capacity to the following Church groups:
 - 1. Child Development Center Board
 - 2. Worship Committee
- D. Hospital visitation and care calls as needed, especially to children and their families
- E. Support all aspects of church ministries when and where needed as possible, working as a team member to accomplish the goals and mission of the church