

## MONTICELLO UNITED METHODIST CHURCH

### Job Description for Director of Children's Ministry

- I. Responsibilities:
  - A. Coordinate children's ministries (birth through 5<sup>th</sup> grade) in the areas of Children's Church, Sunday School, Sunday evening programming, nursery and tutoring.
  - B. Coordinate an integrated curriculum throughout the programs.
  - C. Communicate with participating families, volunteers and church staff about upcoming activities.
  - D. Encourage, recruit, train and support volunteers.
  
- II. As a member of the church staff ministry team:
  - A. Have a love and passion to minister to children and families.
  - B. Must have excellent communication skills.
  - C. Will be a team player, responding to the Senior Pastor as the head of that Team.
  - D. Will maintain appropriate confidentiality.
  - E. Will be a supportive part of the church family.
  - F. Will support the doctrine and teaching of the United Methodist Church.
  - G. Will participate in church staff meetings as requested by the Senior Pastor.
  
- III. Expected work schedule
  - A. This is a salaried position.
  - B. This is a part time position with an expectation of 20 hours per week.
  - C. Benefits include church paying employer's portion of FICA, flexible benefit plan for medical reimbursement.

Accountable to the Senior Pastor