



JOB DESCRIPTION – Director of Children and Student Ministries

Position Overview

This position will have primary leadership in directing children and student ministries at Greensburg United Methodist Church. The Director of Children and Student Ministries will provide a foundation for lifelong faith and discipleship in Jesus Christ for children, students and their families.

Position Goals

- I. Develop and maintain a Sunday school program for preschool to 12th grade students which develops children into disciples of Jesus Christ.**
 - A. Recruit and support Sunday school teachers.
 - a. Train teachers and leaders for Sunday morning to create the best learning environment.
 - b. Collaborate with teachers to select appropriate curriculum for various grade levels.
 - c. Determine needed resources to support programming.
 - B. Be a presence during Sunday worship services and Sunday school .
 - C. Integrate children into the life of the church by supporting junior worship and participating in children’s sermon rotation.
 - D. Welcome and engage students, families and children
- II. Design and implement a program of regularly scheduled activities for children and student faith development, outside of Sunday morning.**
 - A. Children’s Ministry:
 - a. Develop, recruit, and lead Vacation Bible School.
 - b. Organize seasonal events for children.
 - i. In the past, there has been a Parent’s Night Out for Christmas and an Easter Eggstravaganza Egg Hunt for Easter.
 - B. Student Ministry
 - a. Work with adult and student leaders to develop and support mission and service ministries including mission trips and service projects.
 - b. Recruit and train adult volunteers for classes, programs, chaperones, relationships and ministry support.
- III. Manage administrative functions specific to the student ministry.**
 - A. Manage Safe Sanctuary Policy
 - a. Manage background checks
 - b. Ensure staff and volunteer compliance with Safe Sanctuary Policy.
 - B. Maintain files and records for volunteers and events.
 - C. Communicate with students, families and congregation through church website, social media, church bulletin and newsletter.

- D. Manage programming budget.
- E. Prepare annual calendar of student activities/events for church calendar by December of preceding year.
- F. Attend staff meetings, collaborate with other staff as well as volunteers for development of the student ministry.
- G. Maintain a good working relationship with staff, volunteers, and families attending.

IV. Develop a plan to celebrate milestones within the church such as:

- A. First grade Bible Sunday
- B. Confirmation Celebration
- C. Baptisms
- D. Scholarship
- E. Graduation Sunday

V. Participate in continuing education and or professional groups for personal and professional development, learning best practices, gaining new ideas and support

Reporting Relationship

- Reports to: Senior Pastor

Skill Set/Education Requirements

- Strong Christian faith, with preferred knowledge of United Methodist Church theology.
- Ability to create and develop new ideas to vitalize children/student Sunday morning spiritual development and other programming.
- Ability to manage multiple tasks and projects simultaneously.
- Excellent attention to detail, organization, and priority management is essential.
- Possess excellent written and verbal communication skills.

Hours

Part time, 30 hours per week, with the expectation of being present and available during Sunday morning worship and Sunday School. Hours beyond Sunday morning are flexible. Position is hourly, January 1st-December 31st.

Please send a cover letter expressing your interest and qualifications, your resume, and 3 references to jobs@greensburgumc.net

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