



Westover United Methodist Church

300 Powell Drive, Raleigh NC 27606

JOB DESCRIPTION

POSITION: Children's Ministry Director – Part-time

Supervision: Staff-Parish Relations Committee

Responsibilities:

Sunday Mornings

1. Provide programs for the children during both the 9am and 11am services that include reading Bible Stories, singing Christian children's songs, and other activities to help develop their growing faith.
2. When absent, provide the Child Care Staff working in the nursery with books and music. You are expected to provide leadership to the child care staff in faith formation activities which include reading Bible Stories, singing and teaching Christian songs, and other age appropriate activities. It is expected that you will select books and CD's to be paid by the church to use in the nursery and Children's Church to conduct these activities.
3. Offer and provide for the emotional, physical and social needs of young children during the time they are in church and away from the parents.
4. Interact with the children and encourage their involvement in activities.
5. Maintain a warm, safe environment that is orderly, clean and appealing.
6. Establish and maintain good communication and be sensitive and responsive to parents.
7. During the Sunday School hour, you will teach or co-teach one of the children's Sunday School classes. You will select the curriculum with Pastor's approval.
8. Coordinate children's youth group activities at least once a month or at the discretion of the Pastor and church leaders in consultation with you.
9. Coordinate Vacation Bible School once a year.
10. Coordinate other children outreach related events such as Easter Egg Hunt, Christmas Party, and others as negotiated with the Pastor and Church Leaders.
11. Coordinate by either purchasing or creating kits with video instructions for children as a faith formation activity during the week on a regular basis (i.e., monthly or twice a month)
12. Call families from marketing lists which will be provided to you and use other resources to invite them to church and to activities for their children.
13. When possible, provide at least 24 hour notice in case of absence to the designated SPRC liaison.
14. Receive training to follow nursery and Safe Sanctuary policies which will be provided to you.

Requirements:

1. Must have a valid ID for employment.
2. Must be on time and present. Frequent absenteeism will result in termination.

Preferences:

1. Someone who has experience in Children's Ministry.
2. Someone who understands Methodist theology and practice.
3. Someone who is willing to share that they have been vaccinated or will be vaccinated at the start of employment.

Working Conditions:

Hours are: Sundays 8:45 am – to the end of the second worship service until the last parent has picked up the last child which is approximately 12:15pm. As needed for non-worship events scheduled on evenings or weekends.

The Children's Ministry Director will be in both the Church Building and Education Building as needed.

Condition of Employment:

Must pass background check which will be conducted as per the Safe Sanctuary policy of the church.

May not volunteer to provide childcare at the place of employment.

To apply: Please email your resume to westoverumc@gmail.com, and please make it attention to the SPRC committee.