



6635 Loveland Miamiville Road

Loveland, OH 45140

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Director of Children's Ministries

revised January, 2024

Job Title: Director of Children's Ministries

Status: 35 hours/week

Reports to: Sr. Pastor

Purpose:

The purpose of the Director of Children's Ministries is to lead children of Christ to connect with God and one another through leadership of children's church activities, and worship ministries of Epiphany United Methodist Church (EUMC).

Description:

Under the supervision of the Sr. Pastor, the Director of Children's Ministries is broadly responsible for working with children, children's parents, and children's volunteers. Support the vision, mission, ministry and core values of EUMC. Provide spiritual leadership for the children of EUMC.

Qualifications:

- Bachelor of Arts Degree preferred
- Previous experience with Christian Education and/or Children's Ministries preferred
- Experience in leading children's worship, education, and planning children's events desirable.
- Computer competency in Planning Center, Microsoft Office, and all Social Media Platforms
- Strong organizational and time management skills and pursuit of excellence through attention to detail.

Responsibilities:

- Recruit, train and coordinate workers for Children's Ministry (CM) classes and events, and worship services. Work cooperatively with all staff and volunteers
- Develop curriculum for children that reflects the teaching of EUMC
- Provide a warm, friendly, and learning environment for children
- Oversee all aspects of department administration to include: budgets, receipts, budget forecasting, purchasing, departmental account tracking, and Human Resource needs.
- Help develop and maintain all security standards (e.g., Safe Sanctuaries and others)

- Track growth for future development.
- Oversee and develop the weekend experience for all children.
- Oversee special event planning to include VBS and/or other camps, & Children care for special church events.
- Lead team meetings and empower staff to fulfill their unique roles
- Oversee and develop all internal and external communication that represents the EUMC Children's department.
- Supervisor Responsibilities: All EUMC children part time staff and volunteers

General Statements:

Salary commensurate with experience (estimated 35 hours/week would = Full Time). May consider part time.

ADA 1990 Compliance Requirements

Lifting, climbing, standing, sitting, reading, writing, typing, computer skills