

Director of Children's Ministries Leeds First Methodist Church

- I. **Goals and Philosophy:** The children of our church should be guided to show the love of Jesus Christ to one another. The Director of Children's Ministries will inspire and equip the team that leads our elementary, PreK and nursery attenders on paths to know and grow like Jesus.

- II. **Qualifications:**
 - A. A strong interest and belief in the value of Christian education for children.
 - B. A heart, passion, and love for children.
 - C. Committed to the values and vision of the church and of the larger children's ministry.
 - D. Strong organizational, creative, and administrative skills.
 - E. High level of communication and interpersonal skills.
 - F. Pass a background check.

- III. **Duties and Responsibilities:**
 - A. Develop weekly programs for pre-school (four and five year olds) and elementary age children (first through fifth grades) to include spiritual growth, recreation, music, crafts, and missions. Train volunteers to lead or assist in lessons for children's worship and Sunday School.
 1. Equip teachers weekly with upcoming lesson plans.
 2. Equip parents to engage in their kids' spiritual formation throughout the week.
 3. Teach or direct teaching of Elementary & PreK/Nursery large group worship.
 4. Teach or direct teaching of Elementary & PreK/Nursery Sunday School.
 5. Guide elementary kids to serve within the church and share Christ locally and beyond.
 - B. Recruit, coordinate, and monitor volunteers for infant and toddler nursery (three years of age and younger).
 - C. Direct and coordinate Vacation Bible School or similar yearly summer outreach.
 - D. Coordinate all activities with church calendar to avoid overlapping events.
 - E. Work with the primary and elementary schools to foster relationships with children, teachers, and staff.
 - F. Attend all church staff meetings.
 - G. Notify the pastor when a child or a member of a child's family is sick or in the hospital.
 - H. Training: Must receive "Safe Sanctuary" training from the North Alabama Conference of the Global Methodist Church.
 - I. Report directly to the pastor.

IV. Hours:

- A. Salary for this position is based on part-time, approximately 20 hours.
- B. Sunday: approximately four hours.
- C. Other: work may be done at church, home, or in the community on other days of the week.

V. Benefits:

- A. Salary: See current approved church budget for salary and continuing education amounts. Approximately \$20,00-\$25,000.
- B. Reviews: A performance review will take place at the end of the first three months of employment and permanent employment will be discussed at that time. There will be an annual performance review during the month of October.
- C. Time Off/Vacation Policy: All salaried staff will be entitled to receive their normal pay for one week's vacation after one year, and two week's normal pay for two week's vacation after year two for a maximum of two weeks per year. The staff member is expected to get someone to "cover" for them while they are to be gone.

About Leeds FMC--- A church in the Methodist movement with about 150 attenders in two worship formats. We're striving to create fun and inspiring paths for folks to know and grow like Jesus by worshipping, growing, serving, and reaching out.

The city of Leeds is a suburb of the greater Birmingham area in Central Alabama.

To apply, email resume and cover letter to Lisa Hudson, Staff Parish Relations Chairman at lisawhudson83@gmail.com