

Director of Children's Ministry

Job Description

**Portland First United Methodist Church
4545 Wildcat Drive Portland, Texas 78374**

Status: Part Time

Hours: 15 hours per week

Compensation: Salary Range: \$15,200-19,500 based upon qualifications

Overview: Portland First United Methodist Church (PFUMC) is seeking a part-time Director of Children's Ministries.

Principal Function:

The Director of Children's Ministry is responsible for designing and leading ministry to PFUMC children's programming including spiritual formation, mission, and fellowship. This person will build meaningful relationships with children and their families that foster growth in faith in Jesus Christ.

An effective and fruitful Children's Ministry will:

- Create a loving and welcoming atmosphere for children and their families, including opportunities for spiritual nurture, worship, fellowship and mission.

Responsibilities:

- Plan, develop, and direct implementation of programming for children's ministry, primarily on Sunday mornings.
- Special events throughout the year, such as Vacation Bible School, may require extra hours.
- Assist with MDS Chapel Monday and Tuesday mornings as able.
- Recruit, train, and support program volunteers who work with children in all aspects of ministry.
- Provide a communications link using all available resources between children, parents, church leadership, staff, and the congregation.
- Coordinate religious educational opportunities and curriculum for children in partnership with the Senior Pastor, centered on the theology of the UMC.
- Successfully complete 'Safe Gatherings' training and ensure that the plan is observed in all children's ministry settings.

Qualifications:

- An overwhelming love of children and a desire to minister to them.
- A personal and growing relationship with Christ.
- Able to multi-task and be a self-starter.
- Prefer an Associate Degree or higher level of education.
- Understanding of United Methodist policy, worship, and theology, or the willingness to learn.
- Demonstrated ability to plan, develop, coordinate, manage, and implement a children's ministry.
- Excellent written and verbal communication skills, including face to face, in worship and via video.
- Excellent computer skills, including Microsoft Office software and Internet.
- Proven ability to work effectively with children, parents, diverse individuals, and teams of volunteers using conflict management skills.
- CPR certification is preferred but not required.

Supervision:

The Director of Children's Ministry is supervised by the Senior Pastor and is accountable to the Staff-Parish Relations Committee (SPRC). The Director of Children's Ministry is part of the church's ministerial staff and will conduct him/herself as a ministerial professional.

Application:

- Submit resume and three professional/education references to seniorpastor@fumcportlandtx.org
- Satisfactory completion of a background check performed by PFUMC before offer of employment.

Revised February 2024