



Centralia United Methodist Church
715 S. Orchard Street, P. O. Boc 108
Centralia, Missouri 65240

Director of Children's Ministries

Job Summary

The Director of Children's Ministries for the Centralia United Methodist Church (CUMC) assists in the pursuit of our mission to make disciples for the transformation of the world by developing relationships and coordinating programming for children newborn ages through 5th grade with the assistance of church volunteers at CUMC. The position is guided and supervised by the Pastor and reports to Pastor. The church leadership board assists in oversight. The Pastor employs and terminates.

Responsibilities

- Establish and maintain relationships with Children's Ministry volunteer leaders
 - Through appreciation, training and more
 - Ensure completion of Safe Gatherings process----
- Recruit, screen, and train new Children's Ministry volunteer leaders
 - Ensure completion of Safe Gatherings process----
- Establish and maintain strong relationships with children and families at CUMC
- Maintain clear and consistent communication with parents and provide them with resources for discipleship at home
- Oversees structural organization and scheduled assistance of volunteers
- Plan and execute regular (SPECIFIC AMOUNT? – DEPENDS ON HOURS) and creative children's ministry events that strengthen their faith and grow relationships
 - Focus can and should be on different age groups at different events
 - Certain events can and should also include involvement of whole family
- Delegates ministry to volunteers effectively
- Strategize and execute opportunities for involvement in the community at large to serve them and invite them to join us in ministry
- Utilize on-campus organizations "Jack in the Box Playschool" and "Panther Cub Club" to partner with and grow the Children's Ministry of CUMC
- Oversee Sunday School operations and lead class(es) when needed
- Involvement in Vacation Bible School efforts led by multiple area churches in the summer
- Bring fresh and exciting ideas to implement as part of the Children's Ministry
- Create and maintain a Children's Ministry calendar of all events and activities and communicate regularly with church office
- Ensure children are represented and included in the life of the church
- Other duties as assigned by Pastor

Qualifications

- Passion for Children's Ministry
- Energetic with a warm ability to relate with children
- Experience with children (children's education a plus)
- Excellent written and oral communication skills
- Skill in planning and executing events
- Maintain strictest confidentiality as appropriate
- Understanding of Methodist/Wesleyan theology a plus
- Outstanding moral representative of CUMC
- Complete Safe Gatherings background check and educational process

Hours/Schedule

- This position is 10 hours per week
- Time spent is flexible as necessary to meet needs of ministry
- Weekend/evening hours will be required with certain ministry events

Coordination with youth program of scheduling and transitioning children

Sunday involvement

Interested Candidates should email Pastor Sean McIntyre at:

sean@centraliaumc.org