



## **Job Description: Children's Ministry Director**

**Part-time (15-20 Hours per week)**

### **Personal Qualifications (Must haves)**

- A well-developed personal faith in Christ and a willingness to join Water's Edge UMC and to support our vision and values
- Love for children and families
- A passion for seeing children and families grow together in faith
- Strong organizational and leadership skills
- Ability to build and lead a group of volunteers
- A willingness to be teachable and to learn quickly

### **Responsibilities**

- Be the point person for our ministry to children ages birth to fifth grade, overseeing all events on Sundays and other days of the week
- Alongside the Pastor and other church leaders, implement curriculum and events that will help children and families with children to grow in their faith together, as well as bringing in new families to the church
- Meet weekly with pastor and other staff to plan the ministries of the church
- Oversee our check-in system
- Recruit, train, and oversee all volunteers and nursery staff
- Work with a team to implement strategies for improvement and growth
- Oversee the implementation of all safety strategies and policies to ensure a safe environment for children

## **Supervision**

- The Pastor serves as the day to day supervisor of the Children's Ministry Director
- The Staff Parish Relations Committee serves as the personnel committee of the church and is in charge of hiring and maintaining the employment of the staff at Water's Edge UMC.
- If hired, all candidates will submit to state and federal background checks as well as a drug test. Additionally, if hired, the candidate will be considered temporary for a period of 90 days. Water's Edge UMC reserves the right to terminate employment during this 90-day period for any reason. After a 90 day review the job is considered permanent and the employee would be eligible for 2-weeks severance pay if the position would be terminated.

## **Compensation**

- The job is part-time with no benefits
- Salary will be between \$12,000-\$15,000 per year, commensurate on experience

**Interested applicants may contact Pastor Kel Penny at [kel@h2oedge.org](mailto:kel@h2oedge.org).**