

Children's Minister

JOB DESCRIPTION

PURPOSE: The Children's Minister will facilitate activities and events to support the spiritual formation and development of children (grades pre K - 5) enabling our youth to grow in their understanding of the Christian gospel and learn what it means to live as a disciple of Jesus Christ.

Children's Ministries– Grades K-5

Kids 4 Jesus (Wednesdays 6-7:30 pm)

- Organize and present bible/ministry lessons for the children at a relatable level for their age group
- Incorporate games/crafts and other activities related to the topic of the lesson
- Organize and recruit volunteers to assist in activities,
- Keep lesson plans available in the event of sickness or emergency
- keep records of attendance
- Keep records of adult volunteers and all their identifying information, and confirm that all volunteers have followed safe sanctuary protocol and are properly trained
- Manage and develop a separate budget for the Children's Ministry program. Keep records of expenses and be able to submit them when requested

Deliver children's messages at Sunday service

- Be physically present and present the children's message each week during each church service.
- Recruit and resource volunteers for occasionally delivering the message if the Youth and Children's minister is unavailable or the lesson/message calls for a different person to help present it.

Children's Church

- Choose and order materials needed to provide the children's church lesson.
- Keep records of adult volunteers and all their identifying information and confirm that all volunteers have followed safe sanctuary protocol and are properly trained.
- Organize and acquire volunteers to help teach the lessons that are provided.

Acolytes

- Organize and train children to be acolytes on Sunday mornings
 - Maintain an active sign-up sheet for acolytes and assist acolytes on Sundays

Worship Service duties:

The Children's minister is expected to attend worship each Sunday and to actively participate as detailed above. In their absence, the Children's minister will coordinate a replacement that has been trained and provide them with all of the materials necessary to perform the job duties.

Administrative duties:

- Provide updated information to parents of both youth and children's ministries as to the material being learned and opportunities available for the youth/children and upcoming events.
- Attend church council, nurture committee, and any other meetings as needed to support job functions.
- Create, develop, and maintain a database of volunteers and children involved in youth ministry. Database MUST include all identifying information, current background checks and compliance with Safe Sanctuary protocols. Database must be accessible upon request of any Church Council member.
- Organize and keep records of all media waivers. Make sure when posting on social media and other outlets that a proper media waiver has been done with the child's permission from their parents/guardian.
- The Salem UMC pastor will be the direct supervisor of this position.

Knowledge, Skills, and Abilities

- Bachelor's degree in a related field and/or certification in related field and/or professional experience/or equivalent.
- Experience working with youth in a Christian-based setting preferred
- Passion for empowering, equipping, and training lay leaders and servant volunteers to carry out ministry
- Effective organizer, recruiter, trainer and facilitator
- Collaborative planning and project management
- Passion for ministry and a desire for building relationships with children and their families
- Experience working as an integral and contributing part of a staff team comprised of clergy, program staff, and support staff preferred but not required
- Knowledge and comfort with United Methodist theology and practice
- Theological training is preferred, but not required