

Job Description

Title:	Director of Children’s Ministry
FLSA Classification	Salary/Exempt
Schedule Type	Full-time
Reports to	Out Reach Pastor Pastors Staff Parish Relations Committee

Summary of Position

The Director of Children’s Ministry is responsible for assuring that children are considered and included within the life of the congregation. This position is responsible to vision, plan, and advocate for children, particularly in the areas of faith development, safety, and discipleship. The Director of Children’s Ministry will work with other leaders in the congregation to assure that policies and procedures are in place to help keep all children and the adults who care for and work with them safe. The Director of Children’s Ministry will encourage all children in the congregation and community to grow in faith as Christian disciples and work with other church and community leaders to address the needs of children so that all God’s children grow in strength and wisdom.

Duties and Responsibilities

- Oversee the children’s ministry programs by providing support, curriculum, and resources. Provide leadership for children’s programming, Nursery, Childcare, and Bright Beginnings Preschool,
- Make sure that all persons working with children have completed the Child and Youth Protection training and have passed the required background check.
- Recruit, train, coordinate and support volunteer and education staff.
- Partner with pastors and church leaders to be familiar with congregation’s overall goals and how they are achieved through the congregation’s ministry by, with, and for children and their families.
- Communicate with children, parents, teachers and congregation.
- Be attentive to the hopes, concerns, and needs of children in the community to determine how the congregation might serve them and their families and how they might serve one another as Christian disciples and good neighbors.

Desired Skills (Qualifications)

- This person should have a Bachelor’s degree in Education, Child Development or related field or commensurate experience and demonstrate knowledge of child development and understanding of the importance of providing a safe and nurturing environment for children.
- Should show evidence of passion for ministry with children and deep commitment to faith formation of children, prior effective ministry leadership, and evidence of active and growing discipleship.
- This position benefits from having a combination of these spiritual gifts: servanthood, teaching, exhortation (encouragement), leadership, administration, and shepherding.
- Useful skills for this position are the ability to listen to and communicate with people of all ages, the ability to work with other ministry leaders, the ability to delegate responsibility and to follow up to complete tasks.
- Appropriately handle and maintain confidential information.
- The ability to produce videos is a plus.
- Employee is regularly required to sit. Employee is frequently required to stand and walk, must occasionally lift and/or move up to 25 pounds. Condition is normal office environment with minimal noise/temperature fluctuations.

The Mission of Ankeny First United Methodist Church is to be an open and inviting community of faith through which God grows deeply committed Christians.