Milwood United Methodist Church

**Job Description**

TITLE: **Children Ministries Director** (approved June 2022)

REPORTS TO: Pastor and Staff Parish Relations Committee

**Job Summary**:

This position will oversee Children Ministries for children (birth to 5th grade), youth (6th to 12th grade) and families. Our goal is to provide and help children/youth with opportunities to learn and grow in faith. This position will foster community outreach while growing the children/youth program here at Milwood UMC.

**Primary roles:**

**Christian Ministries**

* Establish and maintain positive and healthy relationships with children/youth and their families.
* Lead outreach programs to reach new families with children.
* Choose curriculum for various children’s groups with input from your team.
* Set up classrooms for infant-age two, preschool ages 3-5, elementary, and youth.
* Coordinate recruitment, training, and appreciation for volunteers.
* Coordinate Children’s Moment, activity packs, children in worship activities.
* Create rosters of children with personal, medical, emergency info.

**Emerging Ministries**

* Create new programs that would attract families with children in collaboration with the Christian Education committee.
* Write grants to Emerging Ministries for funds needed for new programs.
* Collaborate with Missions & Outreach committees to coordinate evangelism efforts in the Milwood community.

**Administrative**

* Evaluate needs related to space, budget, curriculum, supplies and other resources; and recommend actions related to needs.
* Conduct monthly meetings with Christian Education committee.
* Attend weekly staff meetings, if able.
* Communicate weekly with the Worship Team via e-mail.
* Communicate to congregation/community through Facebook, Messenger and emails.
* Provide monthly report and attend monthly Operations Team meeting.
* Attend annual MUMC Planning Retreat.

**Other Duties**

* Helps support and fulfill the mission, vision, core values, and goals of the church alongside the Pastor and Church Ministry leaders.
* May include other jobs as assigned.
* Adheres to the Milwood UMC Employee Handbook.