

Statesboro First United Methodist Church

Job title:	Assistant Director of Children's Ministries
Reporting to:	Pastor and Staff Parish Relations Committee Director of Children's Ministry Other working relationships include other staff and laypersons within various church ministries. The Staff Pastor Relations Committee will conduct an annual ministry evaluation.
Salary:	\$_____Statesboro First United Methodist Church.
Classification:	Non-Exempt
Hours:	Part-time, 15-20 hours per week. This job will require frequent weekend work. Sunday Mornings 8:30 AM-12:30 PM (4 hours) Wednesdays 4:00 PM - 8:00 PM (4 hours) and Office Hours: as determined by the Children's Minister
Travel:	Minimal Local Travel
Location:	101 South Main Street, Statesboro, Ga 30458
Date:	

Purpose of the position

The Assistant Director of Children's Ministry is to assist the Director of Children's Ministry in providing vibrant and inviting programming that reflects the love of Christ and enables children from birth through 5th grade and their families to grow in faith and maturity through educational ministries. The successful candidate will work with the Director of Children's Ministry and implement programming for the children and families of Statesboro First and the community.

Key responsibilities & duties

- Create a safe, positive, nurturing and age-appropriate learning environment for each child.
- Communicate with staff, parents, and children through letters, emails, web pages, social media, phone calls, etc.
- Assist in planning & prepping the curriculum used in the children's ministry by equipping leaders for Sunday school classes for children, providing curriculum, and filling in as needed.
- Teach classes or small groups for children's ministry.
- Assist in planning seasonal events and programs, including VBS, Harvest Festival, Christmas Program, parties and activities.
- Help recruit, coordinate and train children's ministry volunteers.
- Build positive, professional and supportive relationships with families
- Maintain and keep a current file of all programs, activities and events developed as a part of this ministry.
- Perform other duties as assigned by the Director of Children's Ministry
- Comply with all church policies and procedures.

General qualifications

- Be of good moral and Christian character, serving out of a solid faith in Jesus Christ and with a team atmosphere.
- Abide by all Safe Sanctuaries policies of Statesboro First United Methodist Church at all times.
- Knowledge of the various differences in age-appropriate methods for leading and teaching children, youth and adults.
- Be in agreement with SFUMC's stated mission and goals.
- Have a caring attitude, excellent people skills and high integrity.
- Be accessible, responsive, and flexible to handle the changing needs of the church.
- Stability of physical, mental and emotional health.
- Must have a valid driver's license.
- Pass a background check.
- Keep confidence as a sacred trust.
- Dependability is essential; tardiness and excessive unscheduled absences may result in termination of employment.

Work experience & skills

High School diploma

Experience working directly with children.

There must be demonstrated experience in leadership, working with volunteers, recruiting, organizing and supporting a collaborative team.

Desired minimum qualifications –

Ability to: Operate a computer using word processing and spreadsheet software; working understanding of google suites, docs, sheets, and drive; organize, set priorities, take the initiative, and exercise sound independent judgment within areas of responsibility; interpret, apply, explain and reach sound decisions following regulations, policies and procedures; use basic math skills to manage ministry budget, organize and maintain office files; compose correspondence from brief instructions; communicate clearly and effectively orally and in writing; understand and follow written and oral instructions, possess the ability to listen and respond to requests with discretion, tact, patience, and confidentiality.

Physical Demands & Work Environment

Stability of physical, mental and emotional health is critical for this position. The physical and mental demands described here represent those that must be met by an employee to successfully perform the essential functions of this job.

Physical:

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is frequently very active and often requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing throughout the day. The employee must frequently lift and/or move over 30 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth vision and the ability to adjust to focus. The employee is occasionally required to be outside and exposed to elements such as seasonal changes, various allergens, temperatures, etc.

Mental:

While performing the duties of this job, employees are regularly required to use written and oral communication skills; and interact with staff, members of the church, the public and others encountered in the course of work.

Disclaimer

This job description is not an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. Statesboro First United Methodist Church reserves the right to revise the job description at any time. Employment with the church is at will. The employee must be able to perform the essential functions of the position satisfactorily and if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

This position is based on contact hours with children and the knowledge that prep time is necessary on Sundays and Wednesdays. Other exceptions must be approved by SPRC or Pastor.

Signature

I have read this job description (or had it read to me), and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change with or without notice on a temporary or regular basis according to my supervisor's request. I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my supervisor or a member of the Staff Parish Relations Committee.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____