



Director of Children's Ministry
Signal Crest United Methodist Church, Signal Mountain, TN

Deadline for applications: March 1, 2019

Full time position with typical work schedule being Sunday-Thursday.

Provide primary leadership in the development and implementation of a sound, dynamic, and creative Christian education program for children in grades K-5. Work to ensure all children's programs at Signal Crest are aligned (Preschool, Nursery, and Children's ministry).

Implement a team approach to Children's ministry by developing leaders through the Children's Ministry Team

Develop and evaluate the annual Children's Ministries Budget

Utilize the Orange Curriculum and provide training as needed to volunteer, staff, and parents as well as evaluate the curriculum for on going use.

Recruit, train, and affirm volunteer leaders for all areas of Children's Ministries, including a small group for the leaders in Children's:

- Sunday School small group leaders
- Club 45
- Wednesday evening programming
- Nursery/Preschool Sunday School
- Special Events

Plan various supporting special events such as Kids Night Out, Family Movie Night, mission activities, etc. as well as special events that engage our community and help lead others into a relationship with Christ and His church. Coordinate the annual Vacation Bible School program.

Coordinate all aspects of the Family Christmas Eve.

Provide Safe Sanctuary training to teachers and volunteers as needed

Coordinate Camp Lookout event registration including scholarships, bus, etc

Coordinate and Plan 3rd Grade Bible Sunday including the 3rd grade Bible retreat.

Coordinate communications for the Children's ministry such as maintaining the Children's section on the website, sending weekly and monthly emails, updating social media, providing content for church weekly newsletter, and utilizing outside communication channels as needed.

Track participation of children and families in the Children's ministries and provide ongoing spiritual support.

Anticipate and plan for future growth in children served and expansion of programs offered by Children's Ministries.

Supervise the Nursery Coordinator and nursery program. Provide guidance where necessary on sharing of space, nursery budget, alignment of nursery and children's ministry. Coordinate purchasing of all major nursery items.

Develop relationship and work with Preschool Director on presence in the Preschool program, issues involving shared classroom space, and serve as ex-officio on the Preschool Board.

Attend weekly Staff Meetings and collaborate with other ministry leaders at Signal Crest

Minimum Qualifications:

Bachelor's degree in related field such as education, theology, etc and experience working with children.

This job description is not intended to include all details of the work functions inherent in this position, nor does it give exclusive title to every function described. The incumbent may be required to assume additional duties not covered in the description.

Director of Children's Ministry

Summary description for advertisement:

- Provide primary leadership in the development and implementation of a sound, dynamic, and creative Christian education program for children in grades K-5.
- Implement a team approach to Children's ministry by developing leaders through the Children's Ministry Team and staff and train volunteers.
- Coordinate and implement special events such as VBS and other community outreach programs
- Track and communicate to families and children that participate in children's ministry
- Coordinate and collaborate with Signal Crest Preschool and Nursery

For more information on Signal Crest United Methodist Church, please visit SignalCrestUMC.org