

WESLEY FREEDOM UNITED METHODIST CHURCH

JOB DESCRIPTION

Job Title: Director of Children and Family Ministries

1. **General Summary:** A leader who is passionate about engaging children and families in faith formation and community will thrive in this position. The director welcomes children and their families into relationship with Jesus and the church through genuine relationships and quality programming. The director leads a team which designs, plans, equips, implements, and evaluates a large (100+) Sunday School and Children's Ministry program. As a part of the Wesley Freedom United Methodist Church senior staff team, the director contributes to the mission of sharing the story of God's grace in an inclusive community.

Qualifications

1. Minimum of three years' professional experience in education, child development, ministry, or related fields.
2. Experience serving in a Christian context as a volunteer or staff person.
3. Bachelor's degree or equivalent experience.
4. Experience leading and galvanizing a team around a shared goal.
5. Eagerness to work collaboratively with staff and servant leaders to implement the goals of the Senior Pastor and Church Council.
6. Must profess a faith in Jesus Christ, possess a familiarity with and willingness to support the doctrines of the United Methodist Church, and possess a willingness to support the mission and vision of Wesley Freedom UMC.
7. Willingness to participate in a background check and Safe Sanctuary training.

Essential Duties and Functions

1. Communicate with families: invite them to participate and infuse faith formation into their daily rhythms through a common platform or application, email, and print communication.
2. Provide administrative leadership to Sunday School and Children's Ministry; calendar, forms, registration, scheduling of teachers, ordering curriculum and supplies.
3. Recruit, train, and support the Sunday School teaching team and superintendents. Collaborate with the Director of Youth Ministry to recruit and train teachers and assist in providing curriculum for middle and high school youth Sunday School.
4. Lead evening Children's Ministry once a week (currently about 30 Sundays a year).
5. Recruit and lead a team to design and implement the yearly Vacation Bible School program.
6. Work cooperatively with the missions team to provide service opportunities for families.
7. Provide opportunities for children to participate in worship in collaboration with the Director of Worship, including the family Christmas Eve Services.
8. Develop and manage the Children and Family Ministries departmental budget.
9. Serve on the Early Years Learning Center Board as staff representative and work cooperatively with the center's directors to connect student families with faith and church community.
10. Participate in opportunities for personal spiritual and ministry growth.
11. Perform other duties as assigned by the Senior Pastor.
12. Promote, uphold, and execute the WFUMC Safe Sanctuary Policy.

Position Review: Quarterly Review process with supervising pastor.

Position Status: This is a 40-hour full-time, salaried, FLSA-exempt position with 4 weeks paid vacation, 2 weeks paid sick/family leave, 12 paid holidays, and 3% retirement benefits. Employees (35+ hours) can choose healthcare benefits or \$2,000 cash bonus to offset insurance costs. An hourly position may be considered if desired by the applicant (minimum 30 hours/week).

Typical week: Hours are determined by the Senior Pastor and staff person

Sunday: 9am-1pm, 5:30-7:30pm (about 30 Sunday evenings per year)

Monday-Thursday: 9:30-3:30, remaining hours may be at other times or work from home.

One evening meeting per month.

Many flex hours for leadership training, VBS, Christmas Eve and other special events.

Salary: \$55,000-\$60,000

To apply: Email our hiring team chairperson, Pam Dercola at jobs@wesleyfreedom.org

Attach a cover letter and resume.

Select applicants will be invited to interview.