

**Children's Ministry Leader - Position Profile**  
**First United Methodist Church of Evanston**  
**May 2019**

**Overview**

The *Children's Ministry Leader* will be a member of the professional staff of First United Methodist Church of Evanston (First Church). The primary responsibility of the position is to help families and children create and nurture *a community of Christians who grow in their relationship with God* as stated in the church's mission statement. This is a part time position at 25 hours a week.

**General Responsibilities** - The Children's Ministry Leader will be responsible for coordinating Children's ministry, ensuring that children's spiritual educational needs are met and that children are actively involved in the life of the congregation. This role will vision, plan, and advocate with parents and children, particularly in the areas of faith development, safety and discipleship.

- Nurture a safe spiritual environment for infants through 6<sup>th</sup> grade children, aligned to Safe Gatherings protocols and practices.
- Coordinate the ministry with children, families and Children's Council including Sunday School, Nursery, Children's Chapel, Fellowship groups, Camps and other activities.
- Create systems to facilitate the recruitment, support, training and recognition of volunteers, including process to secure substitutes.
- Supervise, support, and schedule paid children's ministry staff.
- Oversee attendance records, data base management within this ministry area, and lead evaluation of program participation, trends and needs
- Contact new families that attend in collaboration with Director of Membership and Visitor Connections.
- Evaluate, assess, and revise the program's vision, goals and curriculums through teacher, children, volunteer, and family input, ensuring alignment with FUMC's identity as a Reconciling Congregation of the United Methodist Church.
- Maintain Social Media presence for this Ministry area in collaboration with the church's Communications Director.

**Specific Responsibilities**

Organize Children's Sunday School with the Children's Council. Sunday School helps teach children (3 years old through 6<sup>th</sup> grade) about their identity as beloved Children of God through learning and living Biblical stories, beliefs and practices of the Christian faith. Our vision is for an interactive, fun, energetic experience that is age-level appropriate. Classes are held during the school year from 9:15 to 10:15 a.m.

Children's Chapel Leadership & Administration. Chapel is a worship education program for children ages 4 through 4<sup>th</sup> grade. It helps children experience the wonder of worship within a lively, child friendly setting. Our goal is to help children connect with our worship tradition by using a variety of forms of music, art, and hands on activities, and should be complement but be different from the Sunday School experience. Chapel occurs during our 10:30 am worship service following our Children's Moment and is approximately 40 minutes in length. Chapel has a paid teacher(s) that works with the Children's Ministry Leader.

Administer and lead volunteers to nurture and grow summer Camps and Programs for children. These include Creation Camp (church camp for children and youth), Vacation Bible School, Children in Mission Camp and Family Camp.

Lead monthly fellowship groups for Children with a recruited volunteer team. These groups are Parents at Play, Club 123, J.U.M.P. and Connect 56.

Partner with Minister of Music to encourage and nurture participation in choir, musical events, and annual Christmas Pageant.

### **Characteristics and Abilities Needed**

- Faith in God and Jesus Christ and the ability to share it
- Love, care for and respect for all children and all families
- Insight and understanding of how children learn and grow
- Proven ability to build communities
- Proven ability to recruit, coordinate, train, schedule, and support volunteers
- Eagerness to work with others (volunteers and staff) in ministry
- Strong Organizational Skills with attention to details and task completion
- Proficient in current office technology (e.g. Outlook, Excel, Word)
- Willingness to learn church's database and communications technologies
- Experience promoting ministry through Social Media platforms

**Qualifications:** Master's Degree is preferred, and an undergraduate degree is required, with preference given to candidates with degrees in early or elementary childhood education, biblical, and theological studies. Candidates should have a knowledge of and appreciation for, the beliefs, faith, and practice of the United Methodist Church. Preference will be given to candidates with experience in Children's Ministry and/or progress toward United Methodist Certification in Children's Ministry.

**Accountability:** The *Children's Ministry Leader* will report to the Pastor of Youth and Family Ministries. As a member of the church's program staff, will also receive feedback and guidance from the Senior Pastor. Job performance will be reviewed annually by the Staff Parish Relations Committee of the church.

**Hours:** The position is 25 hours per week. Sundays are an expected work day. Weekly attendance at church staff meetings is expected. Some evening and weekend onsite work will be required. Work schedule will be negotiable with the Pastor of Youth and Family Ministries.

**Salary & Benefits:** A fair and equitable salary will be offered for the position and will be dependent upon the employee's experience, training, and education. Annual salary adjustments will dependent upon the staff member's performance and budgetary conditions.

Interested candidates should submit a cover letter and resume via email to [cnieuwsma@gmail.com](mailto:cnieuwsma@gmail.com), with "Application – Children's Ministry Leader" indicated in the subject line.