

**First Korean United Methodist Church
Job Description**

Job Title: Director of Children's Ministry

Reports To (title): Senior Pastor Kwang Tae Kim, Sunday School Superintendent Soo Shim

Department: Sunday School- Sunrise (Grades K-5th Grade)

Location(s): Wheeling, IL

Mission: The mission of Sunday School is to using our given talents and skills to build a strong cognitive relationship with each child through love and compassion in order to inspire/encourage their spiritual development so they can succeed in life"

Position Summary: The position of the Director of Children's ministry is to oversee all functional activities related to the children's programs and to provide a learning environment that is suitable for children who is passionate about learning God's ways.

Role Description: The Director of Children's Ministry helps nurture and develop the children of Sunday School who range from ages 6-11. By reading the scripture and through shared life lessons, children learn and understand how God positively affects their lives to become better individuals and be better Christians. As the director, your main responsibility is to educate children through love and compassion with the goal of inspiring them to start their journey to develop their spiritual self. Your guidance is critical to ensuring that the children become pillars of their communities and important leaders of our future generation.

Director's Responsibilities:

Required-

- Exceptional communication and interpersonal skills (need to prepare lessons and Bible study to children as well as to talk to their parents about what the children's ministry is about),
- Positive personality/outlook, detail oriented/organized with exceptional time management skills
- Good understanding of planning and developing curriculum
- Must adhere to the Safe Sanctuary rules established for the children's ministry

Director's Profile

- Minimum college degree, being an individual with prior or current teaching experience is preferred, Master of Divinity is recommended
- Although times for developing curriculum and communication are flexible, the director is expected to be present at church during Wednesday night (7-10 pm) and Sunday worship service (10-2 pm)
- Active Church and community member

Documents needed

Statement of Faith and Beliefs

Resume

References (select at least two (2,) highly suggested people: clergy, lay person or professional)