

St. Luke's United Methodist Church, Hickory, NC

Position Title: Director of Children's Ministry  
Reports To: Associate Pastor / Staff Parish Relations Team  
FSLA Status: Exempt  
Last Revised: February 2017

**Job Summary:** The Director of Children's Ministry is a full time position that works a flexible schedule, including evenings and weekends. The Director of Children's Ministry oversees all children's educational, missional, and social activities from birth through 5<sup>th</sup> grade and serves as an advocate for children and children's ministry in the larger church body. This position reports to the Associate Pastor.

**Essential Duties and Responsibilities:**

- Develop, promote, implement and oversee all children's programs, activities, and special events in ways that encourage inclusivity, celebrate diversity and promote spiritual growth.
- Develop, promote and implement activities that foster relationships with children and families from inside and outside the church family (including, but not limited to 3<sup>rd</sup> Grade Bible presentations, Palm Sunday Parade, Vacation Bible School, Confirmation)
- Evaluate all children's programming and respond as needed
- Recruit, train, support and oversee volunteers, leaders and associated teams
- Supervise Child Care Coordinator in the Nursery
- Serve as staff liaison for Child Development Center
- Develop and maintain accurate annual budget for the children's ministry
- Provide materials and resources, as well as maintain and procure supplies and equipment needed to implement programs
- Develop and maintain appropriate safety and security guidelines for the children's programs, including Safe Sanctuary
- Oversee the Children's Worship Service during the Traditional Worship Service
- Attend training, Continuing Education and Conference events that foster connectionalism
- Attend meetings as required by virtue of position: Administrative Council, Family Life Council, Child Development Center Board of Directors, Children's Ministry Team, Communications Team, and One Ministry Connections
- Presence on Sunday mornings during both services
- Work with expectant parents – including coordinating meals
- May perform other duties as assigned by the Associate Pastor

**Qualifications/Requirements:**

- A personal and vibrant relationship with Jesus Christ
- A strong desire to know and understand God's Word and its meaning for daily living
- A heart and passion for children and their families
- A desire to share the life of Jesus with children and nurture them in a relationship with Him
- Team-oriented and able to work with and recruit a variety of personalities
- Previous experience directing a children's ministry is preferred.
- Use appropriate judgment in the areas of discretion, sensitivity and confidentiality.
- Outgoing, organized and excellent oral and written communication skills with both children and adults, in addition to following up on action items and polling of congregation with regard to desired youth activities (in electronic format)
- Working knowledge of computers, basic office equipment and technology
- Participation in the life of the congregation is expected
- A degree or background in education or related field is preferable
- Ministerial candidates and/or ordained deacons ARE encouraged to apply
- Training and/or experience in evaluating/writing curriculum and teaching young children

**Terms of Employment:**

- Must complete a criminal background check and a Motor Vehicle Report
- Salary and benefits to be determined based upon education and experience
- A minimum of three references must be provided

**Please submit a cover letter, resume, and three references to:**

[administrator@slumc.org](mailto:administrator@slumc.org)

**or mail to:**

**St. Luke's UMC**

**Attn: Church Administrator**

**52 16<sup>th</sup> Avenue NW**

**Hickory, NC 28601**