

Job Description
MINISTER TO CHILDREN AND FAMILIES
First United Methodist Church
Fort Smith, Arkansas

Reports to: Senior Minister
Status: Full-time
FLSA: Exempt
Effective: January 1, 2020

I. Job Summary

- A. Provide leadership to the ministry targeted at children, birth—6th grade, and their families.
- B. Work with the senior minister and staff in fulfilling the goals of the mission of the church.

II. Essential Functions

- A. Promote the Sunday school program for all ages, but especially for the children, birth through the sixth grade.
- B. Promote and coordinate, with volunteer leadership, children's ministry programs, such as midweek programs, Vacation Bible School, playgroups for toddlers, preteen group (Club 56), children's mission programs, and others which may be developed.
- C. Promote and coordinate outreach activities in the community that will attract and impact children and families with children
- D. Employ and oversee the child care ministry personnel and its programs, including, but not limited to, Sunday nursery and any child care for church events (*e.g.*, Wednesday Night Life, other study classes, church meetings, funerals, etc...)
- E. Coordinate with the Preschool Director and relate to the ministry of the Weekday School and Child Enrichment Center, serving as an ex-officio member of the WDS and CEC Boards.
- F. Maintain a Children's Ministries Council which will assist in recruiting and training volunteers for the children's ministries, providing adequate resourcing for these programs.
- G. Oversee church programs for child safety (Safe Sanctuary), and coordinate background checks on volunteers.

III. Other Functions and Duties

- A. Work with other program staff to ensure adequate preparation, resourcing, training, and promotion of children's ministries. (*e.g.*, communicating about overall discipleship plan with Minister of Discipleship, children's music with Music Director, confirmation program with Youth Minister, Senior and Executive Associate Minister; etc...)
- B. Meet weekly with the church staff to coordinate ministry plans.
- C. Serve as a member of the Administrative Board and give or provide for regular reports on Children's Ministries.
- D. Publicize opportunities and events through newsletter articles, bulletin announcements, social media, and other means.
- E. Prepare a budget for the Children's Ministries annually for submission to the Finance Committee.

- F. Participate in at least one continuing education event per year to keep up with developments and best practices in children's ministries.
- G. Perform other duties as assigned by the Senior Pastor or Executive Associate Pastor.

III. Minimum Qualifications

- A. College degree or equivalent experience (any field, Christian Education or Religion would be a plus).
- B. Experience working with Children's Ministries (either as volunteer or paid staff).
- C. Experience in organizing events, coordinating programs, recruiting volunteers, and management experience.
- D. Demonstrated ability to use and understand basic computer programs and social media.

IV. Core Competencies

- A. Integrity: Behavior will be consistent with Christian principles, positive, professional, and appropriately confidential
- B. Organization: able to organize a highly diverse set of duties and to accomplish responsibilities in a timely manner.
- C. Initiative: able to conceive, plan, and implement programs without daily supervision
- D. Dependability: able to work independently to initiate and perform tasks without constant supervision.
- E. Personal Relations: will maintain harmonious relations with staff, volunteers, and church members.
- F. Communication: ability to articulate and promote the vision for the children's ministry effectively.