

Centreville United Methodist Church
Director of Children's Ministry

Reports to: Associate Pastor

Effective: 6/10/2025

Directly Supervises: Part-time Children's Ministry Assistant, Nursery Managers and Childcare Staff, and all Children's Ministry volunteers

Status: Part Time (30 Hours/Week)

FSLA Status: Exempt, per the Ministerial Exception

Job Summary

The Director of Children's Ministry (birth through 6th grade) provides visionary, energetic leadership to help children grow in faith through Christian education, worship, fellowship, and service. This person will develop and oversee programs that engage children and families, ensuring a safe, welcoming, and Christ-centered environment in alignment with CUMC's mission.

Essential Functions:

- Support and align the children's ministry with the overall mission and vision of Centreville UMC.
- Collaborate with the Children's Ministry Leadership Team to design and implement year-round programming (e.g., Sunday School, Vacation Bible School, family events, and special activities).
- Select, review, or develop curriculum that nurtures children's spiritual growth.
- Assess program needs and prepare the annual Children's Ministry budget.
- Purchase materials and submit receipts/documentation in accordance with Finance procedures.
- Supervise and support the Children's Ministry Assistant.
- Recruit, hire, train, and manage paid nursery and childcare staff.
- Recruit, equip, and supervise adult and youth volunteers.
- Ensure adequate staffing for Sunday morning nursery care and Sunday School (Kid's Quest).
- Coordinate childcare for events such as Moms' Group, ESL classes, Bible studies, and other church-sponsored activities.
- Ensure the safety and security of all children by upholding CUMC's Child Protection Policy, including background checks, volunteer/staff screening, confidential record-keeping, and safety protocols in planning and staffing.

Other Responsibilities:

- Communicate regularly with parents and children to encourage engagement and build relationships.
- Serve on the Centreville Day School Board.
- Attend weekly staff meetings, lead quarterly Children's Ministry Leadership Team meetings, and participate in Centreville Day School board meetings.
- Coordinate with the facilities team for room setup, safety, and supply readiness.
- Use church database systems for calendaring, communication, volunteer scheduling, and forms.
- Oversee the cleaning and upkeep of toys and linens; ensure equipment is in good condition.
- Collect, verify, and submit staff timecards as directed by Finance.
- Conduct performance evaluations for ministry assistant and childcare staff as needed.
- Maintain Children's Ministry bulletin boards throughout the church.

Minimum Qualifications:

- Bachelor's degree preferred
- Prior experience in children's ministry or related fields preferred

- Strong verbal and written communication skills
- Excellent interpersonal skills for working with children, parents, and church staff
- Highly organized and detail-oriented
- Proficient in Microsoft Office or equivalent
- Medical certification of being TB-free within 30 days of hire
- CPR and First Aid certification within 45 days of hire

Physical Demands:

- Regularly lift/move up to 25 pounds; occasionally up to 50 pounds
- Reasonable accommodations may be made for individuals with disabilities

Core Competencies:

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of CUMC. Can teach those values to others. Leads Children's Ministry Leadership Team to identify unique mission and vision for the children's program that is in line with the mission and vision of CUMC.
- **Biblical Knowledge:** Able to discuss and interpret biblical truth when applying scripture to life situations. Encourages and designs avenues for children to engage with the scriptures.
- **Interpersonal Skills:** Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts constructive criticism. Productively engages with and resolves interpersonal conflict. Holds others accountable in love. Engages people positively, with a demeanor of optimism and abundance.
- **Team-Building Skills:** Guides leaders in the process of sharing best practices, identifying and solving common problems. Works with leaders to regularly assess the health of teams and groups. Recognizes dysfunctional team behavior and redirects it into functional behavior. Creates and communicates the vision, direction, and goals for the children's program.