

Galloway United Methodist Church
305 N. Congress St.
Jackson, MS 39201

POSITION: Full-Time Director of Children Ministry
(Birth through 5th Grade)

ACCOUNTABLE TO: Senior and Associate Pastor

SUPERVISES: Nursery Coordinator and Lay Volunteers

DESCRIPTION: The Director of Children's Ministry is responsible for the leadership and direction of a well-rounded, relational program for children, birth through fifth Grade, and their families.

Goal: Create and maintain a best-in-class, Wesleyan-based ministry to reach children in the church and community with the gospel of Jesus Christ by teaching them they are loved by God, disciples of Christ, and called by God to have the heart and hands of a servant. This person will serve as a pastor to the children and a shepherd to the families, as they support parents and guardians in their role as spiritual mentors in the home.

Duties:

1. Provides spiritual guidance to children, their leaders, parents and guardians which includes the administration/coordination/planning/communication/evaluation of comprehensive children's ministry, focusing on the spiritual formation of children as disciples of Jesus Christ, including, but not limited to, Sunday School (year-round), Children's Church for 4 and 5 year-olds (year-round), Vacation Bible School (summer, one week), Confirmation (January through May) and the Wednesday night Summit (school year).
2. Provide information about children's ministry events for the monthly "Spotlight". Communicate weekly with parents about programming, future calendaring, special events, and how they can incorporate spiritual formation at home.
3. Supervises and trains the nursery coordinator and nursery workers; assists as needed.
4. Participates in weekly worship planning and leads teaching time for children in worship services.
5. Attends children's daycare, school, scouting, and other off-site activities to the greatest extent possible, commensurate with other duties.
6. Coordinates and cooperates with the Director of Worship Arts to fully incorporate children in worship, musical programming, and other related activities.
7. Hospital visitation regarding Galloway children, including new births. New parents and baby information shared with the Senior Pastor and staff.
8. Participates with other church functions in outreach and evangelism, especially where young families are the focus.
9. Recruits, trains, and retains volunteers for all activities geared toward children's spiritual formation.
10. Serves as an advocate for children within the church and community. Communicates children's issues and concerns to the pastoral staff, congregation, and appropriate community and governmental boards and agencies.
11. Implements policies and procedures to ensure a safe environment for children.
12. Builds and maintains a strong, cooperative bond with Childcare Center staff to coordinate events, facilities, policies, etc., that benefit both the church and the Childcare Center.
13. Coordinates with other church functions to design and set a budget for program excellence and growth.
14. Performs other duties as assigned by the supervising pastor.

Qualifications:

The Director of Children's Ministry requires a Bachelor's degree or equivalent experience and a minimum of three (3) years of experience in ministry with children. A degree in Christian, United Methodist-focused education or a related field is preferred. It is recommended that the candidate be bilingual in English and Spanish, but not required.

In addition to formal training and education, the position requires the spiritual gifts of administration, evangelism, and shepherding; a passion for seeing children come to know, love, and follow Christ; organizational skills; the ability to delegate and equip others for ministry; ability to develop long-term ministry vision; and good communication skills.

The successful candidate will demonstrate an evident passion for and joy in revealing the saving power of Jesus Christ to children and modeling how that spirituality forms one's life. The successful candidate will be creative, innovative, and willing to work collaboratively with other church ministry staff members and laity.

Other Desired Qualifications:

- Love for the Lord and a commitment to making disciples of Jesus Christ for the transformation of the world.
- Creative event planner.
- Solid communicator with children and their parents.
- Excellent interpersonal skills, ability to adapt to changing needs, and ability to lead effectively with integrity.
- Self-starter who works autonomously when appropriate.
- Ability to communicate effectively, written and orally.
- Experienced in leading volunteers.
- Competent with technology and social media appropriate for the age group.

Hours and Compensation:

1. Full-time schedule, including Sundays and some evening events.
2. Salary will be commensurate with experience and education. Benefits included.

Application Instructions:

Please submit a letter including a statement of faith and the reasons for your interest in the position, a resume and/or curriculum vitae, a letter of recommendation from a pastor or Christian leader, and the names and addresses of three others willing to discuss their experiences working with you.

Submit application materials to MS Sherry Russum, c/o Galloway Memorial United Methodist Church, 305 North Congress St. Jackson, MS 39201. Or, email your packet to srussum@gallowayumc.org

Galloway United Methodist Church is an Equal Opportunity Employer.

For further information you may visit our website: <http://www.GallowayUMC.org>