



## Director of Children's Ministries

Aldersgate United Methodist Church  
1301 Collingwood Road, Alexandria, VA

**Position Summary:** Plan, develop, implement, and expand Children's Ministries. Provides leadership in the area of Christian education for children. The position is part-time, 25-30 hours.

### Responsibilities:

- Plan, coordinate and manage the following programs:
  - Children's Sunday school
    - Including a Children's Church, Children's Message, or other activity for days when Sunday School is not offered.
  - Children's Events (e.g. Crafty Kids, Pre-K Valentines, Seasonal events, etc.)
  - Summer Children's Activities (e.g. Summer Sunday School, Children's Camps, Children's Message, VBS)
- Cradle Cross Ministries
- Develop a Children's Ministry Team to oversee and offer:
  - Assistance with Children's Art Displays, Acolytes, and Children's Events.
  - Collaborative feedback on the ministry offerings.
- Collaborate with staff and leadership team on church-wide initiatives (e.g. Trunk or Treat, Children's Choir, Engage Events).
- Foster connections between the Day School and the Children's Ministry
  - Promoting Children's events, connecting with the Day School Director about shared events, and engaging with Day School families through special events (e.g. Mugs & Hugs, Day School pageants, etc.).
- Recruit, train, manage and recognize volunteers.
- Ensure compliance with the Child and Youth Protection Policy.
- Evaluate, select, order, and distribute curriculum and program materials.
- Create and maintain budget, financial and attendance records.
- Update database and registration information.
- Communicate (orally and in writing) all children's activities to the congregation, community, staff, and Leadership Team (i.e., email, social media, bulletin announcements, newsletter articles, etc.).
- Serve as the point of contact for all children's issues.
- Oversee and supervise the Nursery and Director of Childcare including recruiting and hiring childcare staff.
- Develop and direct children's educational activities in conjunction with church wide studies and other special educational events.
- Explore and implement new educational ideas/programs for children and/or their parents.
- Participate in staff meetings and staff development.

**Qualifications:**

- A person of faith
- Effective written and verbal communicator
- Able to work with diverse groups and lead volunteers
- Self-starter
- Proficiency with Microsoft Office applications.
- Experience in a comparable position with project management
- A bachelor's degree or higher

**Accountability:**

- Reports to the Associate Pastor.

**Other:**

- Position description will be reviewed by the employee and supervisor annually in conjunction with annual employee review. Any recommended changes should be provided to the Supervisor, Lead Pastor and Leadership Team SPRC designee.

**Salary:**

- \$30,000-\$35,000