

Westwood United Methodist Church Job Description

Position: Director of Children and Family Ministries

Specific Responsibilities:

Enable and oversee all aspects of programming and the spiritual growth for children (birth through 5th grade) in our congregation and in support of their faith life of their families. Encourage intergenerational relationships in the church.

Specific responsibilities include:

- Plan, coordinate and lead children's Sunday School and nursery care on Sunday mornings, in collaboration with other Sunday ministries and with other staff.
- Be present on Sundays and other times to invite and welcome children and families.
- Communicate with the congregation and community about children's ministry, through our weekly newsletter, website and other media.
- Recruit, train and supervise staff, adult volunteers with children. Implement church policies, including our Safe Gatherings Policy.
- Participate in regular staff meetings.
- Encourage the faith development of families, providing resources and facilitating events.
- In consultation with the Finance Committee, oversee the annual budget.
- Support the cultivation of intergenerational relationships in our congregation, including through helping lead and plan regular all-church activities (e.g. fall festival).
- In collaboration with the Pastors, provide pastoral and spiritual support for children and their families.

Accountability: Senior Pastor and SPRC

Skills Required:

A mature Christian faith and an ability to think theologically are required, as well as the ability to:

- Relate easily to parents, children and church members.
- Communicate Christian values of acceptance, care and love.
- Administer the program, including recruiting and supervising leaders, training, overseeing budgeting, planning effectively and clear communication.
- Climb stairs and lift approximately 35 pounds.

Desired/Preferred Skills:

- College degree and graduate education or experience training in children's ministry.
- Training or experience in early childhood or elementary education.
- Training in working across diversities of gender, race, ability; skill in accommodating neurodivergence.
- Experience in supervision of staff and volunteers.

Core Competencies:

- **Ethics and Values:** Honors the core values and beliefs of the organization in their choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; practices behaviors they advocate to others.
- **Passionate about working with young people in the church context:** Capable of connecting with young people; inspiring and encouraging their development.

- **Process Management:** Good at figuring out the process necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient workflow; knows what to measure and how to measure it; can see opportunities for synergy and integration.
- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
- **Influencing Others:** Encourages others to cooperate, participate, provide resources or make decisions, in service to the work at hand; uses verbal and non-verbal skills to communicate respect for others, and to generate energy, passion, and commitment to an idea; creates an environment that others want to participate in.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas, responds to situations consistently and reliably.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the campus community; builds appropriate rapport; uses diplomacy and tact; avoids communication triangles.
- **Conflict Management:** Understands the dynamics of negotiation among conflicting interest groups and how to achieve mutual agreement; reads situations quickly; can find common ground and get cooperation with minimal anxiety.
- **Team building:** Blends people into teams when appropriate; leads the team successfully through difficulties and challenges; creates strong morale and spirit in their team; shares wins and successes; defines success in terms of the whole team; creates a feeling of belonging and pride in the team.

Type/Hours: Part-time, 20 hours/week

Salary Range: \$35,000-\$40,000