

Director of Children's & Family Ministry

Job Description

Job Summary: The Director of Children & Family Ministry works alongside the Student Ministries Team to facilitate all aspects of faith formation ministry for children and families (birth to grade 5).

Status: 32 hours per week

Salary: \$22-\$30/hour

Ideal Candidate:

We're looking for candidates who possess a strong and active personal faith, have a passion and calling for creating vibrant ministry for children, are energized by building a healthy, happy volunteer culture, and love supporting parents in nurturing their children's faith.

Essential Functions

Education and Spiritual Formation

- Design, develop, and implement all aspects of a vibrant children's ministry for birth through 5th grade.
- Plan curriculum, programming, and missions with the support of clergy leaders and the Student Ministries Team.
- Serve as a mentor and support person for children and their families, in partnership with clergy, and maintain an accessible referral list of professional counselors.
- Incorporate and involve children into weekly worship and provide worship leadership as called upon.
- Teach and lead Sunday morning spiritual formation, summer programming, etc.
- Facilitate our faith milestones ministry as a pathway for discipleship from birth through graduation. Collaborating with the rest of staff to plan the celebrations of milestones.

Leadership and Administration

- Lead the Student Ministries Team. This team consists of key leaders and collaborators for all aspects of ministry birth through grade 12.
- Diligently manage the schedules, events, physical resources, and organizational needs of children's ministry. This includes all supplies, physical spaces, budgeting, communications, and scheduling events and volunteers.
- Manage safe sanctuary policies by researching and updating practices annually, partnering with all ministry leads to educate families and the church community, training leaders and staff, and ensuring compliance with local, state, federal, and conference mandates.
- Supervise childcare coordinator, childcare staff and interns.
- Be an active leader in the life of the church including the staff leadership team and participate in Church Council and other church leadership meetings as called upon.

Vision and Creative Programming

- Guide the operational oversight and creative planning of ministry with children, investing in teammates who invest in the children and in collaboration with the overarching church vision, values and goals.
- Develop a calendar that includes annual faith-strengthening experiences for each life stage outside regular weekly programming. This calendar should be adaptable, fresh, and not grow stale, routine, or predictable. To include events like family camp, vacation bible school, mission trips, retreats, etc.

Building Relationships & Bridges

- Build relationships with children and families. Mentor young people in developing their spiritual lives and leadership skills.
- Identify, recruit, train, and nurture the volunteers, teachers and leadership teams. Provide diverse opportunities for individuals with various skills to serve with children in roles that are both behind-the-scenes and in direct connection to families.
- Create pathways for and actively invite families from within and outside of the church to participate in the life of the larger church and to enhance opportunities for intergenerational ministry.
- Actively work to welcome, invite and involve newcomers into the church (online and in person)
- Take an active role in leadership with the church's social justice and missions efforts/initiatives to help involve and engage students and families.

Qualifications:

- Prior experience in growing children's ministry, teaching and/or church leadership is desirable.
- Clearly communicate Christian faith.
- Bachelor's or graduate level degree in related field preferred.
- Pass a criminal background screening
- Ability to work Sundays, Christmas Eve, Maundy Thursday, Good Friday, Easter and occasional additional events like meetings, VBS, camps, retreats or mission trips.
- Complies with all aspects and policies of the Hamline Church United Methodist Personnel Policy

To apply:

Please send a cover letter and resume to:

Rev. Mariah Furness Tollgaard, Senior Pastor

mftollgaard@hamlinechurch.org