

INVITATION TO APPLY

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**ANNOUNCEMENT OF JOB VACANCY**

**POSITION:** **Children's Ministries Director**

**QUALIFICATIONS:**

1. Applicant must have a minimum of a high school diploma. Postsecondary education is preferred.
2. Experience in children's ministries and working with infants, children, and adult servants is highly preferred.
3. Applicant must demonstrate competencies in building and overseeing teams of adult volunteers who lead the ministry.
4. Applicant must have excellent interpersonal skills.
5. Applicant must have a proven record of working well with others.
6. Applicant must be a person of high integrity, excellent character, and good reputation.
7. Applicant must be passionate, energetic and enthusiastic about children from newborn to age 12.

**REPORTS TO:** Lead Pastor and Administrative Director

**EMPLOYMENT TERMS:** Salary package of \$45,000-\$55,000 based upon experience and review. Applicant will begin with a probationary period and a performance review will occur at 90 days allowing the church and applicant to review the fit of the new ministry position.

**COMMUNITY REFERENCE:** Sugarloaf United Methodist Church is a life-giving, contemporary and growing church with 500+ members in the Gwinnett County area.

**APPLICATION PROCESS:** Individuals who meet the qualifications should submit their resume/credentials via email to [steven@sugarloaf.org](mailto:steven@sugarloaf.org) by **November 1<sup>st</sup>, 2019**.

## CHILDREN'S MINISTRIES DIRECTOR

The Children's Ministry Directory will oversee the entire children's ministry to ensure a smoothly operating, safe, effective and growing program. The Director will recruit and train leaders who will touch children's lives with God's love, teach them God's Word, and foster deep partnerships with parents for the spiritual growth of their children.

<b>Ministry Area/Department</b>	Children
<b>Position</b>	Children's Ministries Director
<b>Accountable To</b>	Lead Pastor and Administrative Director
<b>Ministry Target</b>	Children (newborns to 12 years of age)
<b>Position Is</b>	Paid staff
<b>Position May Be Filled By</b>	Church member or Non-Church Member
<b>Minimum Maturity Level</b>	Stable, mature Christian
<b>Spiritual Gifts</b>	Leadership • Shepherd • Administration • Teaching
<b>Talents or Abilities Desired</b>	Visionary • Good organization and administrative skills • Ability to motivate people • Good communicator • Team Builder • Event Organizer
<b>Best Personality Traits</b>	Personable • Compassionate • Playful • Energetic • Dependable • Friendly • Flexible • Self-Starter
<b>Passion For</b>	Influencing and affecting children's lives and their family environment with the gospel of Christ
<b>Length of Service Commitment</b>	Two years minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** Forty hours a week, time off is flexible around ministry schedule.
2. **Participating in meetings/training:** Ten hours a month

## **RESPONSIBILITIES/DUTIES**

1. Recruit, develop, and coach LEADERS to lead a growing and fruitful ministry!
2. Oversee and coordinate all aspects of the Children's Ministry and staff.
3. Organize training and planning sessions for children's leaders/workers.
4. Coordinate Nursery/Children's servant-volunteer schedules.
5. Screen children's workers and leaders before placing them in ministry:
  - a. Implement and administer the Sugarloaf "Safe Sanctuaries" policy.
  - b. Insure all leaders and servants complete an application, signing a release form for their criminal background check.
  - c. Maintain current background checks on all persons involved in ministry.
  - d. Approve or disapprove workers and leaders for service.
6. Investigate any complaints regarding children's ministry workers. Discuss complaints/problems with workers when warranted. Document and report serious matters to church leadership and the proper authorities.
7. Develop a strategic partnership with the Sugarloaf Preschool that results in significant numbers of children and their families involved in the ministry.
8. Engage and follow-up with new children and their families who have visited the church.
9. Project and oversee annual budget for Children's Ministries; oversee expenditures.
10. Plan and execute multiple large events that might include, but are not limited to: VBS, Sports Camps, Summer Retreats, Fall Festival, Community Outreach.
11. Attend weekly Sugarloaf Staff meetings.
12. Attend Sugarloaf Council meetings representing staff and children's ministry needs.