

Oxford-University United Methodist Church

Position: Director of Children and Family Ministries

Accountable To: Associate Pastor and Church Administrator

Supervises: Nursery Coordinator, and other staff in the area of Children and Family Ministries

General Description: The Director of Children and Family Ministries is responsible for the development and implementation of the vision, strategy, and planning for all aspects of the Children and Family Ministries at Oxford-University United Methodist Church ("OU") "letting people know that they matter to God, by showing them they matter to us, so that others will matter to them." Specifically, the Director of Children & Family Ministries is responsible for Nursery – 6th grade children, family ministries/outreaches, volunteer coordination and childcare programming during church services, activities, and events.

Duties and Responsibilities:

1. Establish, implement and follow a comprehensive, age-appropriate ministry and curriculum plan for spiritual development for Nursery – 6th grade children and their families. (e.g. Sunday and weekly programming, Vacation Bible School, special events, etc.) This plan may be guided by the plan provided by Children's Ministry Architects presented on Nov. 19, 2013.
2. Cultivate, engage and provide training for a highly motivated, passionate, team of volunteers, empowering as many people as possible to help nurture OU's children and families in the spirit of Jesus.
3. Encourage participatory leadership which encourages volunteers with joy and curiosity; creating and maintaining a culture of innovation turning new ideas into opportunities to help children and parents find & follow Christ.
4. Upon the belief that Jesus taught us to care for all his children, an ideal candidate would lead the a safe sanctuary policies and compliance for all aspects of the church Safe Sanctuary program, including but not limited to:
 - Registration & check in procedures
 - Recruitment, background checks, guidelines, and training for all volunteers
 - Classroom/ Event management and staffing
5. Promote the inclusion of all children and help OU develop safe and responsible ministries to nurture children with special needs, children with disabilities and their families.

6. Provide strong and healthy servant leadership with parents, and communicate with parents in clear and consistent ways. Use current technology to promote upcoming events and ministry plans.
7. Manage the administration of the Children and Family Ministries programs.
 - Maintain database of children, families, and volunteers
 - Develop and manage Children & Family Ministries budget
8. Participate in OU staff meetings and other church/planning meetings as necessary. Work for the overall mission of OU and be a team player.
9. Keep an outreach and servant focus in overall planning of Children and Family Ministries. Help our children and families champion all children and advocate for those who are most vulnerable and who are marginalized in our community, state, and world.
10. Keep up with current trends in Children and Family Ministry attending to personal, spiritual and professional growth.

Qualifications:

The position requires a person of mature Christian faith with strong, assertive, and proactive leadership skills who is self-aware, competent, and able to equip and empower volunteers. This person needs to be highly organized, technologically savvy and must have excellent communication/coordinator skills. A Bachelors degree is required. A degree in Education, Christian Education, or related field is preferred. Minimum of 3 years experience in ministry with children.

Salary: The competitive compensation package for this position is commensurate with experience and training.