

**The United Methodist Church**  
2394 Erringer Road  
Simi Valley, CA 93065  
805-526-6231 simivalleyumc.org

**POSITION: Director of Children and Family Ministries**

**OPERATING MODEL:**

A part-time ministry position providing leadership, coordination, supervision, and relational care. The position can be combined with the Youth and Young Adult Director to create a full time ministry position for the right candidate.

**PERSONAL REQUIREMENTS:**

1. Strong Christian commitment
2. High standards in attitude, outlook, and morals with an emphasis on appropriately modeled behavior

**EDUCATIONAL REQUIREMENTS:**

High school diploma (or equivalent)  
Bachelor's Degree preferred with preference given to training and/or a background in Education

**REQUIREMENTS:**

1. Ability to work and engage with and minister to adults and children.
2. Ability to recruit and train adult volunteers to work effectively with children.
3. Understanding of and commitment to a sound theology of multi-generational discipleship
4. Ability to work with lay volunteer ministry groups, such as the VBS, Sunday School, Adult Workers with Children, and Administrative Council.
5. Collaboration with SVUMC staff
6. Background check, Lifescan fingerprinting, and MinistrySafe Training

**FUNCTIONS AND RESPONSIBILITIES**

**General Church life**

1. Engage in the life of the community (church and local) by cultivating healthy interpersonal relationships for the sake of the mission of the church
2. Participate in the worshipping life of our community through regular attendance, ministry in the Children's moment, and encouraging new ways of engaging children and families.
3. Invest time and energy in a relaunch of youth and children's Sunday School
4. Maintain accurate records and statistics of participation, medical treatment and liability children
5. Calendar children and family events in consultation with the All-Church calendar and where appropriate through Administrative Council.
6. Attend weekly staff meetings and Administrative Council regularly
7. Establish and maintain regular office hours
8. Establish annual goals with the Lead Pastor that reflect your understanding of and participation in the vision and mission of the church
9. Support and recruit leadership for ACT (All Church Theater) if interest exists

### **Children and Family Ministry specific**

1. Develop and coordinate an Adult Workers with Children Program for leadership, service, and ministry
2. Plan and supervise implementation of a weekly program (Wonderful Wednesday) to meet the spiritual, fellowship, and developmental needs of children (4 year old through 5<sup>th</sup> grade).
3. Plan and supervise implementation of seasonal Family Ministry programs, including Vacation Bible School, that provide multi-generational service opportunities
4. Increase the activity level (visibility, participation, service) of the children's programs and expand the number of children and adults reached through them
5. Shepherd an annual Children's Sabbath where children lead and plan worship
6. Craft and clearly communicate a schedule of upcoming events and programs seasonally
7. Coordinate SVUMC's connection with and participation in the life of CrossRoads Children's Center
8. Supervision of the nursery program and child care for events and meetings
9. Regular communications highlighting the Children's ministry to both the church at large and participating families
10. Supporting age-level music ministries

### **INVESTMENT:**

1. This position with salary and benefits is negotiated annually by the Staff-Parish Relations Committee to reflect the gifts, skills, and training of the employee
2. Hours and schedule are moderately flexible and will be agreed upon before hiring
3. Vacation and sick leave as set by the Lay Personnel Policy or in compliance with Conference Rules