

GRACE UNITED METHODIST CHURCH **JOB DESCRIPTION**

POSITION TITLE: Children's Ministry Director

REPORTS TO: Senior Pastor

APPROVED BY: SPRC

DATE: 1-28-2026

POSITION SUMMARY:

Responsible for the oversight and leadership of the children's ministry department and all children's ministry volunteers and staff for children ages 6 weeks through sixth grade.

Our children's ministry is committed to fostering an environment where children feel welcome and safe and where each child can learn and grow. We believe that God loves children and wants them to be active members of the congregation. The Children's Ministry Director should be a servant leader who loves children and wants to help them develop a personal relationship of their own with God.

Responsibilities include but are not limited to:

Christian education

- Plan and oversee age-appropriate ministries for children including Sunday School classes, Children's Church, and other children's ministry activities.
- Recruit, schedule, train, and pray for children's ministry volunteers.
- Choose and order curriculum that is age appropriate, culturally relevant, and biblically sound.
- Develop and implement an education plan that not only outlines age level goals but also supports and empowers parents to disciple their children.
- Provide an appropriate age and inviting environment for children 6 weeks through 6th grade.

Administrative duties

- Create and effectively manage the children's ministry budget.
- Communicate consistently and effectively with parents/guardians of the children involved as well as the parents/guardians of visitors.
- Promote the health and safety of all children and volunteers and ensure that all volunteers adhere to ministry policies.
- Attend weekly program meetings, monthly staff meetings and church council meetings regularly.

Programming/Events

- Plan and direct Vacation Bible School
- Coordinate and plan summer programming
- Provide family events for Back to School, Easter, Christmas, and Trunk or Treat.
- Participate in and coordinate teachings of confirmation classes and related activities at least every other year.

Nursery Supervisor

- Responsible for overseeing, training, and supervising the nursery staff.
- Maintain and update Nursery Policy and Procedure manual.
- Build relationships and communicate regularly with nursery families.

Outreach Ministry

- Participation in outreach activities is encouraged.
- Build relationships with GUMC preschool families by attending chapel and special preschool events as well as offering support and opportunities for families to participate in children's ministry at Grace.
- Build relationships with Scouts, their leaders, and families by offering support and communications about upcoming church events and services.
- Maintain relationships with MILA elementary in partnership with MILA liaison.
- Provide families with opportunities to serve their community throughout the year with mission projects.
- Self-motivated, organized, and able to work with minimal supervision
- Facilitates teamwork and cooperative working relationships with staff and members of the congregation
- Able to prioritize work with occasional interruptions to ensure that duties are completed in a timely way and to meet the changing needs of the church.
- Excellent communications skills.

Qualifications:

- Three to Five years' experience working with children
- Minimum associate degree, and bachelor's degree preferred in related field
- Proficient with Microsoft Word, Microsoft Excel, and graphics software such as Canva

Physical Demands:

- Ability to walk, stand, bend, and lift 25 pounds

[View and submit the Grace UMC Online Employment Application](#)