

St. Mark UMC in Clinton seeks part-time Children's Director to provide guidance, discipleship, and programming for children through grade 5. Hours required: up to 12 per week. Preference is for candidates to be 21 or older. Email resume and cover letter to [st\\_mark@comcast.net](mailto:st_mark@comcast.net) or mail to: St. Mark UMC, Attn: SPRC, 252 N. Main Street, Clinton, TN 37716.

## **Job Title: Director of Children Ministries**

**Mission:** Jesus told his followers to "go ... and make disciples..." (Matthew 28:19). This is our primary focus for ministries at St. Mark UMC. Our goal is to lead our children to acknowledge Jesus Christ as their Lord and Savior, and then assist and nurture them in that new life, making life-long disciples of Jesus Christ and fishers of people.

**Job Summary:** It is expected that a person in this position be a role model and have a calling to work with children and to continually hold our children up in prayers.

The Director of Children Ministries will report to the pastor and the Staff Parish Relations Committee. Specific needs, tasks and situation will be addressed through the pastor.

The Director of Children Ministries will avoid substance abuse by abstaining from the abuse of alcohol and drugs and the use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

**Experience:** Having had active involvement in the local church, and having adequate knowledge of children ministries.

**People\_Skills:** This position requires the ability to relate well to children, youth, and adults. Candidate must be able to deal effectively with stress and conflict.

**Creativity:** The position requires the ability to plan creatively with children, youth, volunteers, and other church staff.

**Personal:**

- Must be a dedicated Christian with a sense of calling for work of ministry in the local church and a knowledge of the Bible
- Should be friendly, poised and professionally dressed.
- Should be tactful, caring, discrete and personable
- Should be at least 21 years of age.
- Must be able to work cooperatively under pastor's supervision.

**Background**

- Shall provide professional/personal references.
- Shall have a background check fulfilling the church Safe Sanctuary Policy.

**Job Duties**

- Under the pastor's direction, develop and implement children ministry programs consistent with United Methodist doctrine, local church themes and scheduled church events.
- Coordinate ministry programs and lesson material with church committees and adult volunteers.
- Lead adult volunteers through implementation of children and youth ministries during Sunday School, children and youth meeting, and other scheduled church events. This may include volunteer development and training.
- Coordinate with church committees and church members for resourcing children events.
- May be required to teach children Sunday school and directly lead children through ministry program events.

- Hours average approximately 12 hours per week.
- The Children Director is responsible for complying with the budget. Any purchase made shall be reimbursed by the church treasurer upon receipt.
- Even though St. Mark provides janitorial services, it is expected for the Children to ensure the rooms they meet in are kept clean and orderly.
- Only the Pastor will assign duties for the Children Director. All committees or boards shall give proposals to the pastor for Children Director for consideration; and any changes in the program will be discussed with the Children Director before implementation.
- The Children Director shall be involved in some capacity in all activities involving children's ministry.