

**Position Title: Director of Children's Ministry**

January 2012

Hilltop United Methodist Church Mission Statement: The purpose of Hilltop United Methodist Church is to be a faith community where all people can belong, grow in their beliefs and become disciples of Christ.

**Primary Responsibilities:**

Supervise volunteers for the following ministries:

Sunday School  
Children's Church  
Church Nursery  
UEUMY (Upper Elementary United Methodist Youth)  
Vacation Bible School  
Christmas Pageant

Status: Hourly, non-exempt

Supervisor: Senior Pastor and Children's Ministries Board

**Regular Duties**

- Working with the Children's Ministry Team:
  - Oversee Sunday School and Children's Church programs - Recruit and train teachers/aides and complete appropriate screening processes. Arrange for substitutes as needed.
  - Record keeping: registrations, attendance and offering.
  - Open and close classrooms on Sunday. Sunday School opening/interface with children's music program(HUMM) to organize music selections and leadership.
  - Serve as support/resource person for teachers/volunteers on Sunday morning and by phone during the week
  - Oversee curriculum selection and ordering of curriculum.
  - Church Nursery - Coordinate staffing and set up of the nursery for worship services and weekly meetings as necessary.
- Oversee UEUMY fellowship group (Upper Elementary United Methodist Youth)
  - Recruit and train sponsors and complete appropriate screening processes. Serve as support/resource person for sponsors as necessary.
  - Permission and registration forms.
  - Provide coordination of monthly calendar and activities for UEUMY activities
- Oversee Vacation Bible School program
  - Planning: Date, select and order curriculum, mission project and closing activity.
  - Assist VBS coordinator with recruitment and training of VBS teachers and volunteers. Complete appropriate screening processes on volunteers.
- Christmas Pageant - Recruit and establish subcommittees: Production team, Music, Costumes and props, Publicity, Mission, Recognition and Reception
- Administrative duties
  - Staff liaison to Children's Ministry Team.
  - Attend weekly staff meetings and monthly Children's Ministry Team meeting.
  - Publicize and promote Children's Ministry within the congregation through newsletter articles, bulletin announcements, bulletin boards and Hilltop's web site.
- As time and resources allow, coordinate within our community to develop other Children's Ministry programs.

Qualifications:

- Bachelor's degree in Education or Christian education preferred (or related experience)
- Experience in Christian ministry setting, paid or volunteer
- Christian Character
- Ability to work well in team setting to promote the ministries of Hilltop United Methodist Church
- Computer proficiency
- Good written and oral communication skills

To apply, send resume to [office@hilltopumchurch.org](mailto:office@hilltopumchurch.org).