

## **Position Title: Children's Minister**

Annandale UMC has identified children's ministry as a critical ministry for our church. We would like a vibrant Children's Ministries program to attract, retain, and serve AUMC families. We are seeking an enthusiastic Christian with a passion for working with children and families and the ability to develop, implement and oversee creative programs for children. This is a part-time (25 hours per week) exempt position, which includes Sunday morning responsibilities. Children's Minister reports to Director of Christian Formation and Senior Pastor

## **Position Summary**

The Children's Minister at AUMC is responsible for overseeing the spiritual development of children from birth through sixth grade. Planning, developing, and expanding the Children's Ministry, coordinating all programming for children, and providing leadership in Christian education of children are the largest responsibilities of the children's minister.

## **Qualifications**

- A person of Christian faith
- Bachelor's degree or higher
- Effective written and verbal communication
- Experience in children's ministries
- Able to work with diverse groups, church leadership, and volunteers.
- Knowledge of Godly Play preferred
- Eligible for employment in the United States and able to pass a criminal background check

## **Key Responsibilities**

- Develop and implement weekly Christian education programs for children.
- Plan, coordinate, and manage the following programs: Children's Sunday School, Children's Church, Vacation Bible School, Acolytes, mission projects, special events for children.
- Recruit, train and support volunteers and teachers of children's ministries.
- Maintain regular communication with families regarding events and opportunities.
- Ensure child safety through appropriate supervision, background checks, and Safe Sanctuary policy.
- Assist with the integration of Children's Ministry themes into the broader church calendar and worship life.

## **Other Responsibilities**

- Maintain financial and attendance records.
- Attend staff meetings.
- Supervise nursery staff including schedules, recruiting, and hiring childcare staff.
- Teach Chapel once a month for Preschool Programs
- Coordinate curriculum selection and ordering in consultation with the Director of Christian Formation
- Serves as the point person for all children's issues.

Interested applicants should submit their letter of interest and resume to [staffparish@annandale-umc.org](mailto:staffparish@annandale-umc.org).