

Highland Park

United Methodist Church

1300 Second Loop Road
Florence, South Carolina 29505
Phone: 843/662-1233 Fax: 843/665-5692
E-Mail: businessadmin@hpumc.net
Web: www.hpumc.net

Job Title: Director of Children and Student Ministries
Job Type: Full Time (40 hours) with regular office hours including every Sunday
Reports To: Director of Families and Programs
Date Prepared: 01/22/2024
Date Approved: 02/12/2024

Core Values: **Must joyfully display God's inclusive love for all**
Must be dedicated to Christ and the Methodist Church
Must be compassionate and empathetic
Must be a team player with energy, enthusiasm, and initiative
Must show professionalism at all times

Requirements: **Must have demonstrated ability to plan, organize, manage and implement ministry**
Must have excellent written and verbal communication skills, conflict management skills and computer/technology skills
Applicants are preferred to have (or be willing to obtain) a Commercial Driver's License (CDL)
Must successfully complete all required training and background checks

Position Description

The HPUMC Director of Student's and Children's Ministries should be an experienced leader willing to serve as a role model and champion of students and children, while integrating student's and children's ministries throughout the church. The preferred background for this position is a Bachelor's degree in a ministry, programming or education related area OR a degree combined with 3 or more years of experience with leadership in church ministry programs. Previous formal training with student and/or children's ministries is preferred but not required.

Effectively growing our student and children's ministry programs is a key mission of our church and responsibility of this position. This role is chartered to lead that initiative. It is critical that this role continuously seeks new ways to attract and engage our young people. This includes not only the engagement of our young people within the parishioners but also to find ways to reach out to the unchurched and marginally churched students and children in our community.

General Responsibilities

1. Actively lead young people in carrying out the United Methodist Mission Statement: To make disciples of Jesus Christ for the transformation of the world.
2. Prepare and submit an annual calendar of events for all programming
3. Prepare and set annual goals for programming
4. Submit reports, as requested, outlining progress on programming goals
5. Perform all administrative duties required to carry out activities and programming
6. Recruit and train an active group of adults to serve in leadership and supervisory roles for all student activities and programs
7. Support children, students, and their families with help and visitation during times of crisis
8. Use all relevant means of communication/ social media to enhance communication with young people and their parents (website, Instagram, Facebook, text, email, bulletin boards, handouts, mail)
9. Attend staff and individual meetings as arranged by the Director of Family Programs or Senior Pastor.
10. Uphold and implement policies that ensure a "safe sanctuary" to protect children and students from harm.
11. Regularly audit (quarterly or more frequently) and evaluate the conditions of the ministry facilities to insure a clean and safe environment that welcomes parents, children and volunteers. Provide recommendations for replacement or improvement to facilities to insure cleanliness and safety.

12. Plan a yearly budget, maintain accurate financial records for all ministry accounts and stay within that budget.

Ministry to the Children

1. Plan and organize special ministry events (Wednesday small groups, Easter Eggstravaganza, Trick or Trunk, Kid Quest, etc)
2. Construct and implement Sunday School programs for children ages pre-school through fifth grade.
 - a. Provide a comprehensive and continuous education sequence for children at various ages and levels through the HPUMC Christian Education Plan.
 - b. Train / support teachers about the objectives of both the Sunday School curriculum and the HPUMC Christian Education Plan.
 - c. Manage and support teachers and volunteers/staff for Sunday morning and ensure all supplies are ordered and accessible.
3. Implement a curriculum for children's church so that volunteer teachers can effectively provide consistent, meaningful children's worship.
4. Collaborate with Children's Ministry Committee to ensure all plans are aligned with Committee goals for youth programming.
5. Plan and direct Children's Moments in worship. Enlist and train volunteers to help with delivery and content to ensure quality presentation and execution.
6. Organize and coordinate children's worship and learning experiences during and outside of adult worship services including
 - a. Acolyte and crucifier training / consecration (yearly in August / September), weekly scheduling, and Sunday worship service oversight.
 - b. Children's participation in special services: Palm Sunday, Christmas Eve, etc.
7. Design, coordinate and implement milestone activities for specified age groups.
 - a. Bible presentation (third grade)
 - i. Order student Bibles with child's name imprinted on cover (to appear as requested by parents)
 - ii. Organize presentation of Bibles during specified Sunday worship services.
8. Organize age appropriate outreach and mission opportunities
9. Select, train and support the Vacation Bible School volunteers.

Ministry to the Students and Student Leadership

1. Actively lead student in carrying out the HPUMC Student Mission Statement: To make disciples of Jesus through worship, fellowship, service and witness.
2. Develop, promote, coordinate, and execute a balanced program of activities and discipleship ministry to student that includes service, worship, leadership, fellowship, and witness - including but not limited to Sunday School, HPSM Life, Small Groups, Fellowship, and Spiritual Life trips.
 - a. Confirmation (Sixth grade students)
 - i. Organize confirmation classes and volunteers, maintain contact with parents, and order supplies (e.g. name tags and necklaces)
 - ii. Plan and participate in confirmation weekend retreats (one to two): coordinate travel, lodging, meals, and agenda.
 - iii. Organize confirmation Sunday activities, including brunch and the confirmands' participation in worship services.
4. Collaborate with Student Committee to ensure all plans are aligned with Committee goals for student programming.
5. Direct a meaningful curriculum of study for Middle and High school student to be presented and followed during church Sunday School hours
6. Plan and schedule student leadership development activities
7. Plan and schedule student and student leaders in outreach activities designed to reach inactive students or unchurched students
8. Support church students during extracurricular activities by attending activities such as sporting events, musical and dramatic performances, and ceremonies.
9. Assist in transitioning recent high school graduates to appropriate groups and classes as College/Young Adult members of the church.

Ministry to Parents and the Congregation

1. Host an annual Parent Information meeting to educate parents about the goals and plans for the year
2. Post and maintain consistent office hours to provide availability to parents, student, members of the congregation or interested non-members so that they can schedule or drop in to discuss any matters related to student.
3. Attend and participate in weekly Sunday worship as well as have a visible presence in Sunday School classes.
4. Be available to parents to discuss issues related to their children or students.
5. Make relevant announcements when appropriate to the congregation in all worship services on Sunday mornings

Support of the Senior Pastor, Church Leadership and other Duties, as needed and assigned by the Senior Pastor

1. Actively support the mission and vision of the Senior Pastor
2. Engage in travel, when requested, for trips, retreats and overnight activities
3. Keep records of participation in all programs and activities
4. Attend and participate in large church functions and ministries including but not limited to Sunday services, Holiday services, and church wide special events.
5. Serve as an active member of Church Council
6. Perform other duties as assigned by the Senior Pastor or Director of Families and Programs.

Note: The responsibilities identified above are not intended to be all-inclusive. There are numerous tasks essential to the successful fulfillment of our mission in the name of Christ; therefore, an employee may be assigned other related projects by the supervisor, or the Staff-Parish Relations Committee.

The terms of this description are agreed to on _____ (date) and replace any other terms, conditions, or agreements for employment previously stipulated.