



## Director of Children's Ministries

St. James Church

Kansas City, MO | PART-TIME (25 hrs. per week)

This is a part-time position for someone with a love for God, children and Christian ministry. The ideal candidate will have great leadership skills, a passion for engaging and teaching children, a call to serve the church, an ability to be a team player, and a priority of equipping others for ministry with a positive attitude. The focus of all responsibilities is the ongoing spiritual formation of all children from 3 years to 5<sup>th</sup> grade alongside their parents, as well as upholding the vision statement of connecting them with God in practical ways. All executive team staff have responsibilities for all St. James UMC campuses, and will work collaboratively with other team members and ministry leaders.

### Essential Responsibilities:

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Facilitate the development of a safe, authentic and inclusive community where everyone belongs and has the opportunity to choose to grow and live out their faith.
- Supervise the preschool and elementary coordinator and volunteers assigning duties which includes Sunday worship and weekly programming including collaboratively creating online material for our online presence.
- Select and identify materials and curriculum for the Children's Ministry programs.
- Collaborate with the entire Children's Ministry Team to schedule, plan, and execute Children's ministry worship, programs and events including guest speakers, service projects, retreats, social engagement activities, and quarterly parent workshops.
- Arrive at least one hour prior to programs and events.
- Recruit, train and support Children's ministry coordinators and volunteers.
- Assign and manage regular and as needed communication with parents/caregivers using a variety of technology and social media.
- Submit budgets, calendars, reimbursements in a timely manner and in accordance with Church policies.
- Monitor Safe Gatherings practices and maintain certifications
- Use the church database to receive, interpret and report program feedback.
- Regularly pray, analyze and evaluate the worship experiences and ministry programs to determine the success, value and potential need for new programs and ways of doing things in order to remain relevant to children and their families.
- Meet regularly with the Pastor of Discipleship and Ministries and Children's Ministry team members.
- When possible, attend team meetings with primary staff at least once quarterly.
- Nurture one's own spiritual formation and professional development through personal time for study, preparation, planning and continuing education opportunities.

### Qualifications:

1. An active disciple of Jesus Christ
2. Demonstrated knowledge/understanding of Methodist theology, history and polity, or ability to grasp and adhere to these practices and guiding principles.
3. College graduate (preferably with seminary education or equivalent experience) or a minimum of five years of proven experience in Children's Ministry including leading Sunday School, bible studies or growth groups
4. Safe Gatherings certified

5. Demonstrated passion for children's ministry, and activities of being service oriented, mission minded, and outreach driven
6. Strong Microsoft Office skills and working aptitude in software use.
7. Ability to perform work with a high level of accuracy and confidentiality
8. Detail oriented with strong organizational and prioritizing skills
9. Excellent command of English composition and punctuation
10. A self-motivated, and dedicated team member

**Knowledge, Skills & Experience:**

- Exhibit professionalism through a well-groomed appearance, conscientious work ethic, administrative ability and accountability.
- Be willing and able to work at a fast pace within a variety of settings, groups/ teams and circumstances with composure and flexibility.
- Be willing to work evenings and weekends occasionally.
- Be ever conscious of the need for confidentiality exercising discernment and wise judgment.
- Be a person who gives extreme attention to detail with an eye for excellence.
- Have the willingness to seek new information, training, and resources as needed.
- Be a self-starter, good at multi-tasking and prioritizing projects.
- Possess strong administrative skills, and the ability to work independently without supervision.

Annual Salary: \$25,000

This position reports to the Pastor of Discipleship and Ministries  
Contact: Rev. Jackie McCall at [jmccall@sjumckc.org](mailto:jmccall@sjumckc.org)

Closing Date: 9/15/2023