Reports to: Pastor Status: Part-Time

# Essential Functions:

Effective: 07/02/21

# Spiritual Formation for Children (Pre-K - 6th grades)

* Resource and coordinate children’s Sunday school classes, as well as Preschool Sunday school
* Resource and coordinate Confirmation class
* Collaborate with the Director of Preschool and Director of Youth Ministries to create consistency and cohesion of spiritual formation through the grades
* Participate in worship leading as agreed upon

# Programming Ministries

* Expand current programming ministries and create new opportunities to connect children with the ministry of Saginaw UMC
* Coordinate special programming/events/opportunities for children (seasonal and episodic, including but not limited to Advent Workshop, Easter Egg hunt, VBS, Summer programming, Trunk or Treat, etc.)

# Administration

* Coordinate, resource, encourage, and train volunteers who serve in children’s ministries
* Work with staff to coordinate planning and communication of children’s ministries
* Create, submit and administer budget lines for the ministry area
* Serve as Safety System Administrator for the Ministry Safe system and implement all policies and procedures outlined in the Ministry Safe manual.

# Personal Development

* Take vacation time as needed as approved by Sr. pastor
* SPRC liaison conversations as needed
* Engage in 10 hours of Continuing Education a year
* Report to Sr. pastor at least once a month
* Participate in staff development

# Core Competencies

**Creativity and Innovation:** Generates new ideas; make new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

**Interpersonal Skills:** Establishes good working relationships with all others relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

**Project Management:** Identifies the key objectives and scope of a proposed project; garners needed resources and project support, develops a realistic and thorough plan for achieving key goals, keeps team members briefed on progress, implements action plans, communicates progress to sponsors, identifies and resolves barriers and problems.

**People/Volunteer Management:** Provides direction, gains commitment, facilitates change, and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.

**Spiritual Formation/Discipleship:** Demonstrates an understanding of spiritual formation/ discipleship as a journey or process; invites others into reflection about personal spiritual journey; teaches a variety of spiritual practices to lead others in deepening and developing spirituality; creates teaching and small group environments that promote discipleship.

**Witness:** Demonstrates a commitment to being a witness of Jesus Christ; empowered by the Holy Spirit to reach new families in a three-mile radius around our church and leads parents to share the good news that their children have experienced through Children’s Ministry of Saginaw UMC.

If you are interested in this position or have any questions please contact, Sandy Thompson at [thompsontx@att.net](mailto:thompsontx@att.net)