

First Congregational United Church of Christ Manhattan, Kansas

Director of Children's Ministries

Position Description

Hours: 8-10/wk
Work Months: 12
Pay Months: 12

GENERAL DESCRIPTION

The Director of Children's Ministries provides administrative, programmatic, and spiritual leadership in Christian Education for children from birth through elementary school at First Congregational United Church of Christ in Manhattan, Kansas. The position is 1/4 time, averaging 10 hour per week. It is understood that the nature of this position is such that some weeks will require fewer than 10 hours and others more. The Director is accountable to the Pastor, Board of Christian Education, and the people of First Congregational UCC. The Director is supervised by the Pastor. The purpose of children's ministries at First Congregational UCC are to provide opportunities for fellowship, study, and spiritual growth with the ultimate goal of making disciples of Jesus Christ.

QUALIFICATIONS

Preferred Qualifications:

1. Experience in educational ministries for children in a United Church of Christ or other progressive Christian context
2. Familiarity with United Church of Christ theology and practice
3. Able to commit to a minimum of 2 years in position

Required Qualifications:

1. Experience and training working with young children
2. Commitment to being a part of a Christian congregation
3. Organizational skills and ability to follow through with detail
4. Ability to work effectively with paid and unpaid ministers
5. Willingness to work towards Our Mission and support the people of First Congregational as we live out Our Covenant and Open and Affirming Statement. (See Appendix for text of these three statements.)

RESPONSIBILITIES

General Responsibilities:

1. Work in cooperation with the Pastor, Director of Youth Ministry, and the Board of Christian Education to develop and implement appropriate and cooperative ministries
2. Develop meaningful and supportive relationships with the children of First Congregational UCC and their families, providing concern and support
3. Coordinate and implement a comprehensive, balanced children's education program
4. Encourage participation in children's education activities
5. Foster an atmosphere of respect and acceptance
6. Provide opportunities for children to build meaningful peer and intergenerational relationships
7. Publicize, communicate, and promote children's education ministries to members and friends of First Congregational UCC and the wider community
8. Develop professional skills in children's Christian education through appropriate continuing education. Continuing education should be scheduled with and approved by the Pastor. The congregation will endeavor to provide financial support and necessary leave to facilitate participation

Specific Responsibilities:

1. Be actively involved in the life of the congregation, especially on Sunday mornings
2. Recruit, train, support, and coordinate paid and unpaid ministers for Sunday morning children's ministries (nursery, Sunday School, Kids' Worship, and Word for Children)
3. Work with Board of Christian Education and other staff to ensure spaces used for children's ministries are clean, organized, and inviting
4. Cooperate with other paid and unpaid ministers to organize special children's events
5. Attend and participate in monthly Board of Christian Education meetings as an ex officio member
6. Meet regularly with the Pastor and Director of Youth Ministry
7. Attend scheduled staff meetings and events
8. Prepare monthly reports for the Board of Christian Education.
9. Prepare an annual report for the congregation.
10. Regularly inform the congregation of children's education activities through the newsletter
11. Manages funds for children's ministries as determined by the annual congregational budget
12. Establish a weekly work schedule and hold office hours as needed.
13. In the event of illness, personal emergency, or planned absence the Director should work with other paid and unpaid ministers to ensure coverage for activities is in place.

SUPERVISION

- 1. Supervised directly by the Pastor
- 2. Can also expect feedback from many sources, including other staff, members of the Board of Christian Education, children, parents, and other members of First Congregational UCC.
- 3. Evaluated regularly by the Pastor, in cooperation with the church leadership

COMPENSATION AND BENEFITS

- 1. The salary for the Director is based on professional ability, education, and experience of the Director and the budget of the church, which is set annually by a vote of the congregation.
- 2. The position is paid monthly.
- 3. Vacations should be managed as follows:
 - a. Weekday vacations (year-round): managed with compensatory time
 - b. Sunday vacations (summer months): with prior approval of Pastor, managed with compensatory time
 - c. Sunday vacations (school year): no more than 4 during academic year; with prior approval of Pastor; it is desirable for these vacations to be taken during low-attendance times during the church year

TERMINATION

According to the First Congregational UCC bylaws, Article IV, Section 4:

“Any paid staff member (other than the pastor or ordained personnel called in the same way as the pastor) may resign by giving two weeks written notice. The Cabinet may terminate any such staff persons by giving two weeks written notice.”

This position description was created in November of 2014 and approved by the Board of Christian Education and the Church Cabinet. It was reviewed by the Board of Christian Education July 2018. Employee and supervisor acknowledge their receipt of the position description by signing below.

NAME, Director of Children’s Ministries	Date	
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The Rev. Caela Simmons Wood, Pastor	Date	
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Last reviewed: July 2018

APPENDIX: Mission Statement, Church Covenant, Open and Affirming Statement

Mission Statement

The mission of our church is

- To love and accept others unconditionally as God loves and accepts us, and by example, to encourage others to do the same.
- To challenge ourselves to grow spiritually through worship, education, nurture, reflection, discussion, fellowship, and outreach.
- To minister to others locally, nationally, and globally with the same fervor as we minister to ourselves, through the sharing of our talents, gifts, and resources.

We hold ourselves accountable before God for this mission statement.

Church Covenant

We covenant

with God and with one another

to seek the mind of Christ,

to be open to the new light and truth God has for us,

to bear each other's burdens and share each other's joys,

to pray for each other,

to serve in the name of Christ,

to give to this church and its mission,

and to take our stand for justice and peace,

confident God's concern embraces the whole world.

Open and Affirming (ONA) Statement

In response to God's call

- which we experience in the Gospel of Jesus Christ that breaks down barriers and gathers us into one body,
- which we express in our covenant "to be open to the new light and truth God has for us" and "to take our stand for justice and peace,"
- and which is embodied by our mission "to love and accept others unconditionally as God loves and accepts us."

First Congregational United Church of Christ, Manhattan, Kansas, as a diverse body of believers seeking to live in the light and image of God in Christ, does affirm:

- that every person has equal worth as a special and unique creation made in God's image,
- that in the spirit of love, openness, and inclusiveness we welcome persons of every race, culture, nationality, age, family configuration, gender, gender expression, sexual orientation, physical or mental ability, and socio-economic status to participate fully in all aspects of our church's life and ministry,
- that as agents of reconciliation and wholeness, we embrace justice and seek to support and offer sanctuary to all who suffer discrimination or who are disenfranchised from the community, and pledge ourselves to be a wellspring of faith for a diverse people in the heart of this community;
- that in the light of the Gospel we will strive to comprehend and continue to appreciate more fully our differences and gifts;
- that through grace, our love for God and neighbor may flourish