

Bethesda United Methodist Church
516 Piedmont Road, Easley, SC 29642
Pastor Dan Batson
(864) 269-1139
bethesdaumc.org
Love. Love. Listen. Serve.

Position: Director of Children's Ministries – Part Time

Resumes may be submitted via email to mariem@bethesdaumc.org.

You may also reach the Chairperson of the Staff-Parish Relations Committee, Lori Raad, at (864) 640-3626.

The position will be open starting in July and the church hopes to fill the position as soon as possible or by September 2017.

Purpose of Position:

The Director of Children's Ministries will work with the congregation and staff of Bethesda United Methodist Church, its Board of Stewards and Staff-Parish Relations Committee to develop and coordinate ministries for the children (Preschool to 5th grade) of the church and community, to the end that all may become disciples of Jesus Christ.

Education/Experience Preferred:

Bachelor's Degree, with preference for a degree or emphasis in Christian Education, Youth Ministry, or related field. Prior professional experience working with children is preferred.

Skills Required:

1. Have a passion to teach children about Christ and to start them on a path to grow in their faith and commitment to Christ.
2. Possess strong interpersonal, managerial and organizational skills.
3. Be a self-starter and possess readiness to autonomously work with diverse persons.
4. Possess a personal commitment to the Christian faith and the theology of the United Methodist Church.
5. Demonstrate an understanding of child development, spiritual formation, and volunteer recruitment.

6. Show competence with basic computer office programs.

Major Responsibilities:

1. Oversee development and implementation of children's programs (working with the volunteer ministry coordinators). Some programs included are Wednesday and Sunday evening ministries, Vacation Bible School and other seasonal activities.
2. Develop and manage Children's Ministry budgets as approved by the Finance Committee.
3. Recruit, train and coordinate volunteer ministry teams for children's programs.
4. Work with the Sunday School Superintendent and volunteer Sunday School teachers to acquire age-appropriate curriculum.
5. Ensure adherence to the Safe Sanctuary policies and guidelines and follow the personnel policies of Bethesda United Methodist Church.
6. Be available to assume other responsibilities not included in this description at the direction of the Pastor, Board of Stewards and Staff-Parish Relations Committee.

Working Conditions:

1. The Director of Children's Ministries is a part-time position that requires flexible hours, including evenings and weekends. The position is salaried.
2. Actual hours and office schedule will be discussed and agreed upon as needed with the Pastor and Staff-Parish Relations Committee liaison.
3. Notification to the Pastor or office administrator is required for any unforeseen absence from regularly scheduled hours, events or duties. When necessary, provide a suitable substitute in case of anticipated absence. Director will keep the church office administrator and Pastor informed as to how they may be contacted during absences. Vacation times are subject to prior approval by the Pastor or Staff-Parish Relations Committee liaison.
4. The Director of Children's Ministries will meet with the Staff-Parish Relations Committee and/or its liaisons for a periodic review of progress, goal setting and discussion of opportunities for personal development.

5. Continuing education requests are to be approved by the Pastor and/or the Staff-Parish Relations Committee.