

**CYPRESS LAKE UNITED METHODIST CHURCH**  
**Job Description**

<b>Job Title</b>	<b>Director of Children's Ministries</b>
<b>SUPERVISED</b>	Pastor
<b>SUPERVISES AND SHEPHERDS</b>	Staff: Nursery Coordinator, Play Day staff, Lay Servants: Ministry leaders, Small Group leaders Sunday School Teachers
<b>CLASSIFICATION</b>	Salaried/Exempt
<b>WORK SCHEDULE</b>	40 hours minimum per week
<b>COMPENSATION SCHEDULE</b>	Bi-weekly (26) annual payments

**POSITION SUMMARY**

This position is responsible for the creation of a compelling ministry vision, organization, design and delivery of program activities for children (from birth through 5<sup>th</sup> grade). Such activities will cultivate the spiritual formation of children. This position will lead the Children's Team in the development of a comprehensive age appropriate programming. This will be in partnership with the other members of the Program Ministry, and driven by the Vision and Mission of Cypress Lake United Methodist Church

**SPIRITUAL GIFTS:** Administration, Vision, Leadership, Knowledge, Shepherding, Discernment

**PASSION:** Working with Children and Parents, developing relationships with God

**SKILLS:** People management, project management, coaching, communication, team builder

---

**INTENDED OUTCOMES FOR POSITION:**

- Provide faith based programming for children
- Grow participation in children programs – numbers and spiritual depth
- Inspire parents and others to use their gifts in Children's Ministry and follow God's call on their lives.

---

**TASKS AND RESPONSIBILITIES:**

- Project and cast a compelling vision for the faith development of children and establish measurable goals.
- Recruit, train, supervise, encourage and provide resources for volunteer Sunday School teachers (primary, as well as substitute teachers), Family Night activities, special events such as Vacation Bible School, seasonal fellowship/outreach activities and Third Grade Bible Celebration.
- Wednesday Night Programs
- Evaluate and select appropriate Bible-based curriculum.
- Supervise the Nursery Coordinator to insure a safe, welcoming and nurturing staff for the nursery.



Health Savings Account	\$1,250 annually
Pension	6% match of salary after twelve month anniversary
Continuing Education	\$1,000 (one week per year, 2 units)
Reimbursable Account	\$500
Vacation	After one year of employment - 2 weeks