

St. James United Methodist Church
Job Description
(June 1, 2020)

Email Resume and Cover Letter to Rev. Dr. AnnaKate Rawles at annakate@stjamesatlanta.org

Position Title: Director of Children's Ministries

Part-time (15 hours/week)

Relationships

Reports to Associate Pastor
Supervises Nursery Coordinator

Relates to Staff Parish Relations Committee
Director of Music Ministry
Children's Council
Preschool Board of Managers and Preschool Director

Attends the following committee meetings Church Council
Preschool Board
Children's Council
Staff

Responsibilities

- 1) Coordinate and direct the Children's Ministry of St. James UMC.
- 2) Recruit and train adult volunteers to serve Children's Ministries.
- 3) Initiate opportunities with the children and parents of St. James UMC for counseling, spiritual guidance, friendship, and support.
- 4) Be present and available during Sunday School and Morning Worship.
- 5) Coordinate and oversee Sunday school programming including curriculum selection in collaboration with Associate Pastor and the organization and support of Sunday school teachers.
- 6) Coordinate and oversee the planning and implementation of all Sunday children's worship programs including Children's Moments, Worship Readiness, Worship and Wonder, and Bible Challenge.
- 7) Coordinate and oversee the planning and implementation of all monthly programs including God Squad, Cross Kids and St. James Tots.
- 8) Coordinate and oversee the planning and implementation of all annual programs including teacher appreciation Sunday, Easter egg hunt and reception, Children's Sunday, Pre-K graduation reception, lock-in, bible promotion, launch Sunday reception, Trunk or Treat, Countdown to Christmas and Children's Christmas Eve service.
- 9) Collaborate with Associate Pastor to coordinate and oversee summer programs including Vacation Bible School, Camp Dogwood and Toddler Camps.
- 10) Coordinate Children's Ministry programming with Pastoral staff, the Director of Music, Director of Activities, Children's Council and the Preschool.
- 11) Serve as staff liaison with the Preschool Board when Associate Pastor cannot attend.

- 12) Participate in children's ministries continuing education to ensure the children of St. James the very best programming available.
- 13) Any other duties as may be assigned from time to time by direct supervisor.