



100 E. Windsor Ave. Alexandria, VA 22301
(703) 549-2088
www.DelRayUMC.org
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Director of Children's Ministry

Job Description Effective 11/1/2024

Category: Part-time (Salary, expected hours are 20 hours/week)

Reports to: Pastor

Compensation: \$28,000 - \$32,000 / year

Del Ray United Methodist Church is situated at the heart of the vibrant Del Ray community. Our vision is to intentionally foster meaningful Christ-like relationships that share the love and grace of God with all our neighbors. Each member of our staff team is dedicated to bringing our unique backgrounds, education, and gifts to serve the congregation and community. We enjoy working together in a collaborative and enjoyable ministry environment, utilizing our diverse gifts to respond flexibly to the ways God calls us to serve here.

Job Summary

The Director of Children's Ministry plays a vital role in helping the church accomplish its vision by providing the children a safe and nurturing place to learn and grow surrounded by God's love. This position works closely with the Pastor, Del Ray staff, the Leadership Team, and volunteers to ensure the effective Children's Ministries of the church.

Skills and Qualifications

- Commitment to Christ and an understanding of the Christian faith as expressed through the United Methodist Church.
- Love for and experience in working with children of all ages.
- Ability to create lesson plans and offer teachings at a child's level of understanding.
- Ability to coordinate, collaborate, and communicate effectively.
- Ability to work with a diverse community.
- Ability to develop and implement short- and long-term plans.
- Basic knowledge of Microsoft Suite (Word, Excel, PowerPoint) and Google Apps (Email, Calendar, Drive, etc.) is required.
- Willingness and ability to learn our current online systems when training is offered (such as MailChimp, SquareSpace, Monday.com, Canva).
- A Bachelor's or Master's Degree in Christian Education, Theology, or related fields is preferred.

Responsibilities

- Discipleship
 - Develop a comprehensive, long-term plan for Children's Ministries in collaboration with the Pastor.
 - Plan, set up, and lead the monthly Family Worship.
 - Create lesson plans for the Children's Sunday School and teach the children with the assistance of Children's Ministry Assistants and volunteers.
 - Plan and recruit children and youth for the 5th Sunday Intergenerational Worship Services (3 – 4 times a year) and co-lead these worship services with the Pastor. *(On Sundays with these special worship services, there won't be the Children's Sunday School.)*
 - Plan and co-lead a Family Christmas Eve Worship Service.
 - Prepare an activity bag for children for Easter and Christmas Eve worship services.



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- Organize a Vacation Bible School in consultation with the pastor and lead it with the help of other staff and volunteers.
- Recruit and train volunteers to work effectively with children.
- Ensure that the rooms for the Kids Worship and the Children's Church are child-friendly, well-organized, safe, clean, and stocked with the necessary furniture and supplies.
- Arrange and maintain storage rooms for Children's Ministries.

- Events
 - Plan and lead a minimum of 5 community outreach events for children and families throughout the year. These events may include, but are not limited to, the Easter Egg Hunt, Water Play & Ice Cream, Fall Festival, and Crafting with Santa.
 - Coordinate with volunteers, staff, vendors (e.g., petting zoo) and community partners (e.g., Alexandria Citizens Band, the City of Alexandria Police Department and Fire Department) for these events.
 - Ensure that the outdoor signs are updated for each event.

- Administration
 - Maintain accurate attendance records for the Children's Ministry Programs (Child Care, Monthly Family Worship, and Children's Sunday School).
 - Develop and manage the budget for Children's Ministries.
 - Ensure the Children's Ministries page on the website is kept up-to-date.
 - Adhere to the Safe Sanctuary Policy in accordance with UMC guidelines and provide training to volunteers.
 - Prepare a written report on Children's Ministries for the bi-monthly Leadership Team meeting.

- Communication
 - Attend staff meetings.
 - Coordinate and schedule Children's Ministry Assistants, Child Care Worker and volunteers to ensure coverage of the Safe Sanctuary Policy in all children's programs.
 - Maintain open and regular communication with parents/caregivers regarding children's needs, ongoing activities, and upcoming events.

Expected Hours

- The Director of Children's Ministry has a typical Sunday time commitment from 9 AM to noon, with variations based on activities. The remaining hours can be distributed across weekdays between 9 AM and 5 PM. The position allows for up to 3 hours of remote work per week ("work-from-home" hours), with flexibility in the weekly schedule, subject to consultation with the Pastor.

- The Director of Children's Ministry is entitled to 2 weeks of vacation, including 2 Sundays. Notice of vacation must be provided to the Pastor at least a month in advance.

- During busy church seasons such as Lent and Advent and weeks with events, the Director of Children's Ministry may be required to work more than 20 hours a week. This is a salaried position, and no overtime pay is provided for these additional hours.