

## **CHILDREN’S MINISTRY DIRECTOR**



The role of the Children’s Ministry Director is to work with the Senior Pastor, staff, and ministry lay leader(s) in providing leadership, building Christian Relationships, planning, developing, implementing and managing a dynamic ministry to children 2 years old through 6<sup>th</sup> grade.

### **CHARACTER**

The incumbent must live out high standards in areas of personal relationships, commitment to Christ, and responsible Christian living in the church and community and must view this position as a calling from God.

### **ACCOUNTABILITY**

- Reports directly to the Senior Pastor.
- Attends weekly Staff meetings.

### **PRINCIPAL FUNCTIONS – will vary based on full-time or part-time**

- In consultation with the Senior Pastor, staff and ministry lay leader(s), plans and executes ministry which brings glory to God, is theologically sound, and ministers to children and their parents.
- Consult with the Senior Pastor, staff and ministry lay leader(s) in selecting, recruiting, training, supervising and encouraging volunteers for Children’s ministry. The goal should be to develop leaders.
- Provides and distributes literature and supplies to Lay Leaders and other adult volunteers for Children’s Church, Sunday School, and Wednesday and Sunday night activities.
- In consultation with the Director of Worship Arts, and ministry lay leader(s), contributes to a music program that involves children.
- Plans, prepares, and participates in a summer Vacation Bible School.
- Ensures our children’s ministry adheres to Safe Sanctuary policy.
- Oversees and assures maintenance and care of all materials, supplies, and equipment for this area of ministry.
- Evaluates and suggests equipment changes or needs for this area of ministry.
- Supports other church staff with projects and serves as a resource to others.
- Proposes the annual budget to the Finance Committee for this area of ministry by detailing expected monetary requirements for the upcoming year.
- Other duties as assigned by the Sr. Pastor.

Job Description and Application – February 2020  
THOMASVILLE FIRST UNITED METHODIST CHURCH

**REQUIREMENTS**

- Minimum of bachelor's degree, preferably in Early Childhood and/or Christian Education.
- Minimum of 3 years experience in Christian Education or equivalent.
- Embraces United Methodist doctrine and theology.
- Proficient in computer skills.
- Demonstrated ability to relate positively with others.

**Salary is negotiable, and benefits are included (if full-time).**

TFUMC, a 1500-member church, is community-centered and outreach-oriented. It is located in a vibrant 40,000-person community in southern Georgia. Thomasville is 30 minutes north of Tallahassee, FL, and less than two hours from Gulf Coast beaches.

If interested, please send a resume, personal testimony, and the following job application to [tfumcsearch@gmail.com](mailto:tfumcsearch@gmail.com) or mail to:

Thomasville FUMC  
ATTN: Search Committee  
P.O. Box 975  
Thomasville, GA, 31799

**Thomasville First United Methodist Church**  
425 N Broad Street / P.O. Box 975  
Thomasville, GA 31792  
(229) 226-0840

**EMPLOYMENT APPLICATION**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Length of time at address listed above: \_\_\_\_\_

Position desired: CHILDREN'S MINISTRY DIRECTOR Date available to start: \_\_\_\_\_

**Educational Background**

	Name/Location of School	Year Graduated	Degree	Areas of Concentration
High School				
College				
Other				

### Employment History

(Please begin with most recent)

Employment Date(s)	Employer & Supervisor's Name	Address & Telephone Number	Job Title & Primary Responsibilities	Reason for Leaving

May we contact the employers listed above?  Yes  No

Please list any additional education, training, or skills that qualify you for the position to which you are applying.

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Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), including convictions based on a plea of guilty or no contest?

Yes\*       No

\*If “yes,” please explain, including the nature of the offense, date, court location, and other information that would be helpful to us in considering your application.

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**Church Activity**

Please list the churches you have attended over the past five years.

Church Name	Address/Location	Telephone Number	Date(s) Attended

**References**

Please list three references (not related to you) that we may contact.

Name	Address and Telephone Number	Years Known/Relationship

Please provide any other information that you feel will help us in considering your application for employment:

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***Non-Discrimination Statement***

TFUMC does not discriminate against job applicants or employees on the basis of race, color, national origin, gender, disability, age, or veteran status.

***Employment At Will***

Employment with TFUMC is “at will” and not by contract either express or implied. This means that if you become employed at TFUMC, both you and the church are free to terminate the employment relationship at any time and for any legal reason.

***Certification and Release***

By signing this job application, I certify that all the information I have provided is true and accurate to the best of my knowledge, and understand that misleading or false statements on this application may lead to a decision not to hire me or, if hired, to terminate my employment.

I hereby give TFUMC permission to contact my previous or current employers, references, schools, and others concerning the statements in this application, and I hereby release all parties involved from any liability as a result of such contact.

I understand that if offered a position with TFUMC, I may be required to submit to a pre-employment medical examination, drug screening, and/or criminal background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests will result in withdrawal of an employment offer or, if already employed, termination of employment.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.

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Signature

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Date