



3966 Old Bridge Road • Woodbridge, Virginia 22192

www.oldbridgechurch.org

CHILDREN'S MINISTRIES DIRECTOR

ADMINISTRATIVE:

Part-time \$21.00/hr. (12 hrs/week)

Dedicated budget

Reports to Executive Director

STATEMENT OF PURPOSE

Old Bridge Church (OBUMC) is a dedicated community of 200-300 active members that aim to be continually *transformed by the love of Christ* by *serving Christ, loving neighbors, inviting people, and building community*. OBUMC is a congregation that includes dynamic pastoral leadership, is a leader in mission and outreach ministries, has strong Adult small groups, is highly active in spiritual formation groups (e.g. Walk to Emmaus and Chrysalis), and hosts BSA Scouts, AWANA, a Preschool, and much more. In a recent evaluation and update of the mission and vision of the church, its ministries, and communities served, the goal of developing family ministries for all age groups was strongly affirmed. To that end, the purpose of the Children's Ministries Director is to provide a vision, guidance, direction, and cheerleading to rally families and volunteer leaders for hands-on Children's Ministries programs.

POSITION DESCRIPTION

Old Bridge Church (OBUMC) is seeking a Director of Children's Ministries whose mission it will be to develop and encourage the social and spiritual growth of children and their families by providing guidance and opportunities to explore their beliefs in Godly relationship and in Christian Community. The Children's Ministries Director will be responsible for the overall vision, management, and growth of OBUMC Children's programs and ministries, through a working partnership with other Family Ministries leaders. The Children's Ministries Director will be responsible for recruiting, training, and supervising volunteers to ensure healthy partnerships with students, parents, and church staff, and to maintain a safe and nurturing environment for spiritual education, community, fellowship, and fun. The ideal candidate will be organized, possess strong communication skills, be engaging, passionate, and detail-oriented. He/She will have the skills and competence

necessary to develop, implement, and oversee a strategic plan for Children's Ministries toward inspiring and enabling the next generation of Christian believers.

ESSENTIAL FUNCTIONS

The Director of Children's Ministries will have the following managerial and ministerial duties and responsibilities:

Management

- Responsible for creating and maintaining an environment for children and adult leaders which encourages Godly hospitality within the ministry and in the children's lives, and moves them along the path of developing faith, ministry, and outreach.
- Specific ministry programs include overseeing Confirmation, Sunday School, Children's Church, Vacation Bible School, special events, fundraisers, mission trips, service projects, and summer programming.
- Coordinate with the OBUMC Preschool Director and staff to align vision(s) and extend an invitation to participate in programs.
- Participate in the creation and execution of church-wide events that are specifically intergenerational.
- Participate in administrative and ministry related staff meetings as needed.
- Provide leadership, organization, strong communication, training, encouragement and appreciation to Children's Ministries staff and volunteers.
- Ensure all Children's Ministries classes/activities are adequately supervised and led by approved, trained adult volunteers in accordance with OBUMC Child Protection policies.
- Serve as a representative to the OBUMC Child Protection committee.
- Execute and manage the budget for Children's Ministries programs in a way that is fiscally responsible and exemplifies good stewardship.

Ministry

- Direct and/or lead ministries which provide opportunities for fellowship, worship, prayer, discipleship, leadership, missions, service, and evangelism ultimately ensuring the programs are in line Mission and Vision of OBUMC and are bearing fruit in the spiritual development of the children who participate.
- Identify and invite those families who have not yet been served to participate in Children's Ministries programs.

- ❑ Encourage volunteers, parents, students and the congregation to dedicate themselves to growing, encouraging one another, and participating in the lives of the OBUMC children, youth, and the local community through their time, gifts, talents, and energies.
- ❑ Responsible for the recruiting, training, as well as the overall support and accountability of adequate adult volunteers empowering them to share in the ministry to children & family.
- ❑ Seek out and develop leadership among adult volunteers.
- ❑ Collaborate particularly with the Youth Ministries Leader to implement transitions for rising between programs and ministries.
- ❑ Provide resources for parents and children to support them in their faith journeys.

NECESSARY CHARACTERISTICS, QUALIFICATIONS, AND EXPERIENCE

- ❑ Bachelor's degree or comparable certifications and work experience required.
- ❑ Experience with and enthusiasm for youth ministry leadership.
- ❑ An intrinsic faith in Jesus Christ, sound Biblical knowledge, and intentional spiritual growth practices lived out in daily life and in serving the church.
- ❑ Passion to meet with children and families both currently at OBUMC and those not yet served by our community in their faith journey.
- ❑ Enthusiastically affirm and be guided by the values, vision, and mission of OBUMC.
- ❑ Possess working knowledge of the stages of child and faith development.
- ❑ Managerial and organizational skills, including attention to detail.
- ❑ Basic proficiency with Microsoft Office, including Word, Excel, PowerPoint, and Outlook. Database experience a plus.
- ❑ Ability to recruit, screen, train and supervise volunteers and direct reports.
- ❑ Strong communication, teaching and public speaking skills, to include occasional children's message.
- ❑ Able to work during core ministry hours, including Sunday mornings and special events. Office hours and staff meeting participation to be defined with Executive Director.
- ❑ Able to pass a background check and provide verifiable character and employment references.
- ❑ Able to follow and implement OBUMC's Child Protection Policies and Procedures effectively.
- ❑ Actively seek professional growth opportunities and participation in

continuing education in a related field.

- Counseling skills are a plus.
- Possess a good driving record that will allow coverage under OBUMC insurance.

WORKING CONDITIONS

This position may require lifting of objects that exceed 25 pounds, with frequent lifting and/or carrying of objects weighing up to 10 pounds. Other physical demands may be required are as follows:

- Pushing and or pulling
- Climbing
- Stooping
- Reaching
- Talking
- Hearing
- Seeing

The incumbent must be able to perform a variety of duties often changing from one task to another of a different nature without loss of efficiency or composure. Must be able to interact with people from various backgrounds. Being an extrovert is a plus. Ability to adapt, perform informal evaluations and make decisions based on sensory or judgmental criteria.

This is a part time, hourly position with varied hours (evenings and weekends) to support the various missions and functions of the church. During certain times of the year (Christmas, Easter, Charge Conference, etc.), the position may require extended hours.

A performance evaluation will be conducted annually.

Applicants should send resume and cover letter to

jobs@oldbridgechurch.org