

Shiloh United Methodist Church has an opportunity for an organized, energetic and talented candidate to fill the part-time position as **Children's Ministry Program Director**. The person in this position will be empowered to facilitate in the planning, coordinating, and implementation of ministry for birth through fifth grade at Shiloh UMC to create opportunities for children and servants to disciple and be a disciple so they can transform the world. The Children's Ministry Program Director will partner alongside the Children's Ministry Director, the Family Ministry team, the Shiloh UMC Lead Pastor, and SPPR/C.

The Mission of Shiloh Church is to develop disciples of Jesus Christ to transform the world.

- **Discipleship**

- In partnership with the Children's Ministry Director, facilitate the planning, coordinating, and implementation of the children's ministry of Shiloh to make disciples of Jesus Christ.
 - Main duties: planning, organizing, and executing Sunday morning programming and midweek programming, requiring regular presence during these ministry event.
- Lead, build, empower adult servant teams for children's ministries.
- Be aware of systems that organize and implement community outreach strategy for children in the surrounding area(s) of Shiloh UMC.
- Assist in engaging parental support and participation in children's ministry.
- Through ongoing building of relationships with parents and other adults, help recruit and support servants for extension ministries such as Christmas Play, Upward and Vacation Bible School.

- **Administration**

- Partner with the Children's Ministry Director to ensure all servants working with children are safe sanctuary trained and have background checks.
- Help oversee teams that offer children, families, and adult servants the ability to disciple and be discipled.
- Partner with Children's Ministry Director to create and maintain a budget which matches an organized ministry plan to serve the students and their families with a high level of excellence. This may involve implementing creative fundraising strategies.
- Cultivate and ensure a Christian, caring, inclusive, and safe environment for those participating and serving in the children's ministry areas.
- Develop and implement a regular and clear communication strategy with Children's Ministry Director, children, families, the church, staff, and those in leadership.
- Attend meetings and church events as necessary to carry out the job description.

- **Staff Responsibilities**

- Attend worship at Shiloh on Sunday morning.
- Participate in weekly Family Ministries Huddle.

Requirements:

- **Spiritual**
 - Professes Jesus Christ as Lord and Savior.
 - Commitment to personal spiritual growth and healthy lifestyle.
 - Considers this position a ministry, not just a job.
 - Models standards and expectations of staff members within Shiloh United Methodist Church including worship attendance at Shiloh United Methodist Church, life group or discipleship participation, lifestyle of tithing and generosity, and faithfully serving out of your call and giftedness.
 - A willingness to learn and adhere to the policies, procedures, and theology of the United Methodist Church.

- **Education and Experience**
 - High School Diploma is required. A bachelor's degree in student ministry, family ministry, discipleship, biblical studies, education, or similar fields of interest is preferred.
 - Experience with supervising others and working collaboratively in a team environment.
 - Experience in working with children.

- **Skills**
 - Have a clear understanding and dedication to the Word of God.
 - Have a call and desire to disciple others.
 - Have a working knowledge of discipleship and the requirements around daily operations.
 - Strong organizational and communication skills.
 - Ability to build systems and processes to accomplish stated goals.
 - Identify, equip, deploy and support teams/unpaid servants.
 - Ability to effectively lead and motivate servants.

Primary Contacts: Children's Ministry Director, Family Ministries team, Pastoral and clerical staff, students, families, servants, school leaders, and community leaders.

Supervision Exercised: Unpaid servants.