

Children's Ministry Director

(Full-time Position)

CHURCH DESCRIPTION

Friendswood Methodist Church is a congregation of the Global Methodist Church in the southeast Houston suburb area. Our mission is to share the life-changing power of Jesus Christ everywhere and every day.

POSITION DESCRIPTION – Elementary Ministry Director

This ministry position works closely with the Early Childhood and Student Ministries to provide a comprehensive program for ages Kindergarten through fifth grade students and their families. Programming takes place on Sunday mornings, some Sunday evenings, Wednesday afternoons, some weekday and weekend programming, and can include multiple on-campus and off-campus camps during the summer.

QUALIFICATIONS

- Mature Christian with a Christ-like attitude performing all work “as unto the Lord” with willingness and excitement over the ever-growing and challenging ministry.
- A degree in Elementary Education is beneficial.
- Experience in Children's Ministry as a volunteer and/or paid staff.
- Competent in leadership abilities, such as organization, delegation, and administration.
- Effective oral and written communication skills, as well as the ability to interact with many different individuals professionally.
- Self-motivated with a team approach, including the ability to motivate and inspire children, youth, parents, and volunteers, and other staff members.
- Strong problem-solving skills, especially in stressful situations.
- Ability to work independently with minimal supervision.
- Basic knowledge of computer software, including Microsoft Word, PowerPoint, Excel, and Outlook.

RESPONSIBILITIES

- Collaborate with the Ministry team to strategically vision, develop, organize, implement, and supervise all children's ministry programs, activities, trips, and events.
- Implement Sunday morning programming for kindergarten to fifth grade children by previewing the curriculum, preparing needed materials, and communicating with Sunday morning volunteers.
- Assist in recruiting, training, supporting, and encouraging volunteers to ensure quality programs and effective use of resources.
- Build strong relationships with parents and implement parenting small groups, workshops, and other events that emphasize teaching Christian principles at home.
- Participate and serve as an integral member of Friendswood Methodist staff by attending staff meetings and working on joint-ministry events as needed.
- Wednesday After-school Bible CLUB – recruit and staff for all 1st-5th grade.
- Develop a strategy to build strong relationships with parents and implement parenting small groups, workshops, and other events that emphasize teaching Christian principles at home.
- Partner with the Director of Upward Sports League to implement best practices for leadership.
- Church liaison for Bright Beginnings.

- Charter Representative for Trail Life and American Heritage Girls.
- Use Planning Center to calendar all events for children's ministry (including: Cub Scouts, Trail Life, American Heritage Girls).
- Ministry Safe—This is the Safe Sanctuary Training for all volunteers. You are responsible for overseeing this to ensure all volunteers in the children's ministry are trained.
- Work with the Communication Director to advertise all events and ministry opportunities.

EVENTS WE CURRENTLY HOST

- September – Back to School Tailgate
- October – Trunk or Trick
- November – Flannel Friendsgiving and Operation Christmas Child
- December – Children's Christmas Eve service
- February – Pancake Supper
- March – Journey to Jerusalem and Eggstravaganza
- Summer – Camp Connect, Armored Sports, and GMC Trinity Methodist overnight camp)

COMPENSATION

Total Compensation: \$45,000-\$65,000 depending on education and experience

APPLICATION PROCESS

Candidates interested in applying for this position should send a cover letter with their resume to:

resumes@friendswoodmethodist.org

Friendswood Methodist Church
110 Friendswood Dr
Friendswood, TX 77546
www.friendswoodmethodist.org