

Panama United Methodist Church

Kids Ministry Director

Position Title	Kids Ministry Director
Reporting Relationship	Lead Pastor
Term of Commitment	1 Year (renewable with review)
Time	24 Hours Per Week (Potential to become full-time)
Pay Rate	\$17.50/ hr

Purpose

- **To serve as a staff member within a growing faith community in order to see children from birth through 6th grade grow in their love for Jesus. Currently 24 hours per week, which could grow into a full time position.**

Director of Kids Ministries
Panama United Methodist Church

Mission: To make disciples of Jesus Christ for the transformation of the world.

Vision: To give every person in our community the opportunity to believe in and follow Jesus.

Areas of Primary Responsibility:

1. Kids Ministry

Qualifications:

1. Bachelors Degree in related field or previous experience with kids ministry.
2. Personal and growing relationship with Jesus Christ, a teachable spirit, and a healthy family life.
3. Spiritual giftedness in teaching and leadership, and calling to kids ministry.
4. Self-motivated leader, capable of casting and imparting vision for ministry, possessing relational skills with students, parents, and staff.

Reports to: Lead Pastor

Duties and Responsibilities:

1. Live out and model the mission and vision statements of the Panama United Methodist Church (PUMC).
2. Develop and implement ways to reach out to children, and families in our church and communities.
3. Seek to integrate children and youth into all phases of church life to create a culture that is intentionally intergenerational, striving to unite with and complement other ministries.
4. Oversee and resource the PUMC Christian Education ministry so that it builds upon the youth and children's ministries.
5. Develop, plan, organize ministry to kids on Sunday mornings including gatherings, outreach events, and Bible lessons.
6. Promote and encourage kids to participate in kids ministry events using social media, electronic communication, and in-person dialogue.
7. Recruit, train, and resource volunteers to be regularly involved in youth and kids ministry, use of online coordination is encouraged (i.e., Planning Center).
8. Organize and supervise creative spiritual development events, such as retreats, service projects, and mission opportunities.
9. Maintain contact with students, parents, and congregation; keeping them informed of ongoing activities. Encourage parents to be involved and partner with kids ministries.
10. Attend worship at PUMC.

11. Follow up with new families and encourage participation in ministry opportunities.
12. Plan, organize, and coordinate volunteers for Sunday morning nursery ministry; including emergency coverage of nursery duties.
13. Oversee PUMC Vacation Bible School ministry, collaborating with the VBS Director, church staff, and volunteers.
14. Oversee and lead Connections After-School ministry and staff, including substitute coverage as needed.
15. Maintain current First Aid/CPR certification.
16. Know and follow PUMC Safe Sanctuaries guidelines for all activities and events and help others maintain those guidelines.
17. Develop and present an annual spending plan proposal and maintain that throughout the fiscal year for primary areas of ministry responsibility.
18. Participate in the annual Panama UMC staff evaluation process and goal-setting.
19. Complete annual sexual harassment prevention policy review and training.
20. Other duties and responsibilities as assigned.

Expectations:

1. Arrive at least 1 hour prior to the beginning of any scheduled event or worship to ensure the necessary support staff and items are in place.
2. Engage in weekly one-on-one mentoring meetings with the Lead Pastor for encouragement, direction, support, and challenge toward ministry goals.
3. Attend worship services, prayer and bible study, and special meetings.
4. Report to the Church Council for primary areas of ministry responsibility.
5. Stay current with youth and kids ministry practices and areas of primary responsibility by reading, attending ministry conferences, and networking with other pastors and ministry leaders.

Salary to be determined by Staff Parish Relations Committee in accordance with Panama United Methodist Church financial policy and procedure.

It is the desire of the Panama United Methodist Church to provide a flexible working environment for all employees with minimal supervision and to ensure all aspects of ministry are covered to provide a meaningful and spiritual worship experience. Any and all concerns and questions regarding employment by the Panama United Methodist Church should be directed to any member of the SPRC.

