

Associate Director of Children's Ministry

St. Luke's United Methodist Church

Orlando, Florida

Revised: October 2022

Salary Range: \$38,00 - \$42,000

Position Description: The Associate Director of Children's Ministry is a part of the Children's Ministry Team and provides logistical, operational, and programming support to the church and Children's Ministry under the direction of the Director of Children's Ministries. This position is responsible for supporting the development and implementation of program ministries that enrich and develop spiritual growth for children and families. This includes all elementary-age children's programming, events, and activities such as St. Luke's Sports, Summer Camps, and Sunday and Wednesday Discipleship; as well as empowering leaders, and volunteers, developing systems, communicating with participants, and handling administrative areas of the ministry.

Reports to: Director of Children's Ministry

Ministerial Responsibilities: under the direction of the Director of Children's Ministry

- Empower leadership from both adults and children to implement ministry programming.
- Create an environment where children and families of all ages and stages can connect with God, including but not limited to Sunday morning programming, Wednesday evening programming, sports programming, summer camp, VBS, annual events, and special activities.
- Create registration processes for all Children's Ministry activities.
- With the St. Luke's Sports Core team, organize seasonal sports, this includes practice, game day activities, and end-of-the-season celebrations.
- Plan and run any Summer Camp opportunities for children in collaboration with the Director of Children's Ministries and CDC Director, connecting the mission to the vision of St. Luke's.
- Assist in the running of Sunday morning programming.
- In conjunction with the Director of Children's Ministry will vision, choose, and prepare curriculum for children from Toddlers – Grade 5.
- Assist in recruiting and training children's ministry leaders, coaches, and teams.
- Participate in Children's Core team meetings and activities.
- Create and implement a communication plan for the ministry area utilizing the Director of Marketing.
- Work with other staff persons to enhance the overall program and mission of the church.
- Assist with the management of social media accounts.
- Organize and prepare ministry areas making sure Sunday and Wednesday spaces are set up and prepared for teachers' and kids' arrival.
- Assist with ministry area inventory, tracking, and ordering and organization.
- Perform any additional tasks as needed.

General Ministry Administration/Management:

- Maintain database with information on volunteers, participants, and attendance and dashboards for Children's Ministries in-order to empower leaders and enable discipleship.
- Maintain Children's Ministry Calendar to ensure balance within the ministry area and overall church calendar as well as adequate time for marketing, volunteer recruitment, and ordering supplies.
- Provides administrative needs to the Youth Ministry Team to include, but not be limited to ordering of supplies, coordinating vendors, purchasing curriculum and dissemination for weekly ministry and special events.
- Prepares financial documents and/or digital process.
- Ensures budget management and financial needs of Ministry Teams are current and assists in budgeting process with Directors and Executive Director of Administration.
- Attends Staff, Directors, and Youth Ministry meetings.

Personal Discipleship:

- Attend worship weekly
- Engage in a small group for personal spiritual formation and accountability
- Spend time with other youth ministers for support, networking, and sharing best practices
- Attend training / continuing education events and/or conferences along with Director of Youth Ministry

Work Experience: Minimum of two years of experience working or volunteering with children in a church or school-related setting.

Education/Training: A college education degree is preferred.

General Qualification: Innovative, self-starter, excellent oral and written communication, strong planning, organizational and problem-solving skills, works well with teams; creative and nurturing leadership. Computer proficiency in Microsoft Word/Excel, and church database software. Comfortable using social media as a communication and outreach tool for the Children's Ministry. Must have the ability to recruit, train and equip leaders and teams.