



Trinity United Methodist Church Sumter, South Carolina

Job Description: Director of Children's Ministries

Job Status: Part-Time

Accountability: Reports to Senior Pastor

Overall Mission: To make Disciples of Christ for the transformation of the world.

Position Purpose: Provide opportunities for children (nursery age up to and including 5th grade) to grow in their faith and relationship with our Lord Jesus Christ, and to provide a nurturing, safe environment that is beneficial and inviting to both parents and children.

Responsibilities:

- Coordinate special seasonal events, including but not limited to: Vacation Bible School, Easter Egg Hunt, and Trunk or Treat.
- Help to plan and implement a weekly children's program while also coordinating with current children's programs (i.e. children's handbells and children's choirs).
- Act as a liaison between TUMC and Trinity Day School.
- Act as a liaison between the TUMC and the church's resident Cub Scout Pack.
- Help to develop curriculum for Sunday school and Children's Church.
- Implement Safe Sanctuary training to all volunteers within the church.
- Establish and maintain a volunteer network of laity to support all children's programs.
- Other duties as assigned.

Qualifications:

- A growing personal relationship with Jesus Christ
- A love for children
- Experience with early childhood development (preferred)
- Effective communication skills
- Strong computer and organizational skills

Work Schedule: The work schedule consists of approximately 20 hours of work time spread out between Sunday – Thursday of each week. Attendance at other events which may not coincide with the regular schedule such as retreats, Vacation Bible School, mission trips, and professional development training may be required from time to time.