

Children and Families' Minister Job Description

Reports to: Lead Pastor

Status: Part-time, 20 hours/week

Compensation: \$35,000/annually

Paid Vacation: 4 weeks/annually



University Temple

United Methodist Church

Job Summary: The Children and Families' Minister creatively leads and energetically facilitates engaging community among our youngest disciples and growing families. The candidate must be passionate about embracing anti-racist practices, and centering LGBTQIA+ spiritual needs and realities, as they work closely with Lead Pastor, Rev. Paul Ortiz, and the worship team to minister to and help us build diverse community in the way of Jesus. This includes leading intergenerational moments during Sunday worship, facilitating Sunday school, assisting in community outreach, communicating through multimedia content, and organizing occasional social events for children and families.

ESSENTIAL FUNCTIONS

- Weekly: Creatively minister to our children and families by:
 - Recruiting, training, and managing volunteers.
 - Providing and facilitating Sunday School curriculum that is age-appropriate, spiritually grounded, and openminded (through in person and/or online format).
 - Leading children and families to engage in intergenerational spaces during Sunday worship through such mediums as ritual, storytelling, song, play, art, etc. (through in person and/or online format).
 - Communicating upcoming Sunday focus and family ministry-related updates via e-news and social media updates.
- Weekly: Maintain administrative processes including:
 - Managing registration, attendance tracking, and retention of children.
 - Conducting background checking clearances for all childcare volunteers.
 - Adhere to Safe Sanctuary policies and any other church policies related to the care of children.
- Bi-weekly: Staff check in and visioning facilitated by Lead Pastor, Rev. Paul Ortiz
- Monthly: Organize and facilitate team meetings for the leaders and/or volunteers who support the children's ministry to check in, share ideas, solve problems, build team camaraderie, etc.
- Quarterly: Organize and facilitate regular parent meetings for ongoing updates of kid's church format, programming and plans.

- Ongoing (varies by season): Organize and facilitate on-going gatherings, and activities for children and families (e.g., brunches, holiday get-togethers, hikes, etc.).
- Ongoing (varies by season): Create informational materials for programs and market/communicate programs to families and congregation members via church bulletins, e-newsletter, printed materials and social media.
- Ongoing (varies by season): Occasionally assist with community outreach events (such as our recurring Printmaking Pop-up booth at our local farmers market).

GIFTS DESIRED

- Passion for and commitment to University Temple UMC's bold and inclusive gospel vision:
 - Anti-racist, LGBTQIA+ inclusive, Jesus-centered but theologically diverse
- Passion for engaging with religious nones and those exploring spirituality and faith
- Comfortable with public speaking and leading
- Dedication to the spiritual growth and development of children and families
- Proven experience in creatively teaching children in simple and engaging ways (experience in non-traditional education environment is a plus)
- Preferred background in education or child development
- Preferred seminary or other theological training
- Exceptionally organized and strong follow through
- Flexible team player that can thrive in a fast-paced environment
- Creative and solutions driven problem solving skills
- Strong verbal and written communication
- CPR certification highly recommended
- Proven ability to lead, mentor and collaborate with others
- Demonstrates proactive approaches to problem-solving via an aptitude for empathetic listening and strong decision-making capabilities
- Helps new families by answering questions and responding to requests and concerns as they arise.

SUPERVISORY DUTIES: Directly manages Sunday School volunteers.

REPORTS TO: Lead Pastor, Rev. Paul Ortiz

TO APPLY: Send a cover letter describing your experience and passion, along with a resume, to office@utemple.org. Optional, feel free to include up to three YouTube/Vimeo links of examples where you are providing creative lessons to children and/or families. All applicants will be considered equally even if links aren't included in your application email. For qualified applicants, we will follow up with scheduling an interview.

University Temple United Methodist Church is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment regardless of race, religion, ethnicity, gender, sexual orientation, national origin, or disability. More information at www.utemple.org.