



**Job Posting for:
Director of Family and Children's Ministry
Avon United Methodist Church
6850 East US Highway 36
Avon, Indiana 46123**

SUMMARY: The Director of Family and Children's Ministry will be responsible for ensuring overseeing of all of children's events, Sunday School, and groups for children ages birth to 6th Grade.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide leadership to the Children's Council.
2. Oversee & implement all programming (Birth-6th) including choosing and implementing biblically sound and culturally relevant curriculum.
3. Coordinate, create, and publicize special events for children and families (i.e. VBS, children's pageants, after-school programs, family outings, etc.).
4. Recruit, manage, and provide training for all staff and volunteers in Children's Ministry.
5. Oversee our Safe Sanctuary/Ministry Safe Program
6. Order and manage inventory of supplies and curriculum related to Children's Ministry.
7. Use of software for tracking attendance, monitor/manage background checks/Safe Sanctuary program.
8. Attend Children's Council, Church Council (if Children's Ministry representative cannot), and staff meetings.
9. Develop and monitor the yearly budget.
10. Collaborate in ministry with the Director of Youth, pastoral staff, and all staff.
11. Other duties as assigned.

REQUIRED SKILLS

- Able to follow direction/supervision.
- Must demonstrate good interpersonal skills.
- Dependable, punctual, and trustworthy.
- Able to maintain confidentiality.
- Capable of working independently without direct supervision, and also work in a team environment.
- Computer skills including knowledge in Microsoft Office applications (Outlook, Word, Excel, Power Point).
- Ability to learn functions using the ACS Technologies Suite (or related system).

JOB PARTICULARS:

1. Employment will be Full-time Salary Exempt (at least 30 hours per week); including Sundays.
2. Job Benefits: See the Avon United Methodist Church Lay Personnel Handbook.