



## PRINCETON UNITED METHODIST CHURCH JOB DESCRIPTION

Princeton United Methodist Church in Princeton, NJ is seeking a part-time Director of Children's Ministry effective June 1, 2025. If you are interested and qualified, please send a cover letter and resume to [tyler@princetonumc.org](mailto:tyler@princetonumc.org).

### DIRECTOR OF CHILDREN'S MINISTRY

Status: Part-time Exempt

Time: Approximately 15/hours/week

PTO: 4 weeks

All PUMC Employees offer their gifts, time, and service to help us live into our mission to be a diverse community joyfully responding to God's love and growing as Disciples of Christ by nurturing, teaching, reaching, and serving ALL people.

**Primary Role:** The Director of Children's Ministries leads, equips, and empowers children and volunteers to shape a robust and vital ministry to help children grow in faith, fellowship, spiritual formation, and discipleship, encourage their full participation in the life of the church, build a strong foundation for a lifelong spiritual journey, and deepen relationships with God, one another, and the greater church community.

**Profile, Gifts, Competencies:** You have a depth of spirit and a deep commitment to your own spiritual formation and growth. You love children and they love you. You see children as full participants in the church, as people who teach adults to live into the Kingdom of God just as much as they need a loving and supportive community to grow into maturity. You are a visionary leader, ready to shepherd our children's ministry into increased depth and strength. You are able to build, equip, and encourage teams, coordinating them to fulfill a vision. You have gifts of teaching, wisdom, administration, shepherding, and leadership. You have a growing intercultural competence. You are a learner, committed to teamwork and diversity.

#### Essential Duties and Responsibilities:

- Works collaboratively in a team environment with staff, program leaders and volunteers to develop and manage the annual goals and budget for Children's Ministries.
- Leads and directs the planning and coordination for the children's programs, including Vacation Bible School or summer program, for children and nursery through sixth grade.
- Recruits volunteers with the right gifts to serve as teachers, leaders and volunteers. Provides leadership, training and support to the teachers, leaders, nursery care staff and volunteers.
- Works collaboratively with the teachers, leaders and volunteers to select curriculum and provide Christian Education experiences that lead to lifelong spiritual growth and discipleship. Is a supporting presence to teachers, parents and children during program time.
- Identifies and coordinates other opportunities for children's ministries throughout the church and calendar year including participation in worship



- Leads volunteers in the planning for an annual Advent program.
- Collaborates with the Director of Children and Youth Music and the Director of Youth Ministries to plan special events that enrich the lives of our children, youth and all in our congregation like the Christmas Pageant, youth and children's musicals, and children's and youth Sundays.
- Identifies care concerns and needs of children, their parents and families. Collaborates with the lead pastor, Director of Youth Ministries and other members of the staff and lay leadership to identify programs or events that may address those needs, e.g. fellowship for parents, family-focused multi-generational programs and events, discipleship opportunities.
- With the Director of Youth Ministries, ensures that all staff, teachers, leaders and volunteers interacting with children have up-to-date background checks and have completed Safe Sanctuary and Ministry Safe Training.
- Actively participates in staff meetings (in person or virtually) and annual staff planning retreat (held in person each summer.)
- Partners with the lead pastor to engage children in worship.

**Position Requirements:**

- Depth of Christian faith and the desire to help our children and their families to grow in their own Christian faith and discipleship.
- Bachelors' degree, preferably in Education or Ministry or equivalent education or training in Christian Education or Children's Ministry.
- Three years' experience in Children's Ministry in leadership and teaching capacity.
- Ability to work effectively in a team-based, collaborative environment.
- Available on Sundays from 9 a.m. to 11:30 a.m.
- Available on Wednesday afternoons for children's choir rehearsal.
- Available to participate in staff meetings and annual summer staff planning retreat.