Assistant Children’s Ministry Director
Job Description

This is a 12-hour a week position under the supervision of the Director of Ministries for Children, Youth and Their Families. The ideal candidate for this position has experience (as staff or lay person) in large-church children’s ministry leadership and a high level of responsibility and initiative.

The hourly position requires on-site ministry Sunday mornings (8:30 a.m. to noon) and participation at significant children’s ministry events (as required by the Director). At least half of the additional hours shall be on-site at AHUMC. Remaining hours can be worked off-site, with the approval of the Director.

This person will work under the direction of the Director of Ministries for Children, Youth and Their Families to provide age and theologically-appropriate faith-development activities for children and families. A secondary goal is to grow this ministry.

Duties for this position are not static. Although this is a part-time position, the expectation is that the Assistant Director will bring a high level of quality, efficiency and flexibility to this position. Potential duties include:

- Recruiting Sunday school teacher and leaders for other children’s events
- Providing training and appreciation for volunteer leaders
- Using gifts of creativity to enhance children’s ministry:
  o Creating a children’s bulletin for special events
  o Updating decor in children’s area (i.e. bulletin boards, classrooms)
  o Adapting, writing and teaching curriculum for children’s Bible studies or special events
- Completing administrative tasks:
  o Ensure that children’s workers are Ministry Safe-compliant
  o Ensuring that baptismal certificate and Bible are ready
  o Ordering Third Grade Bibles and getting them inscribed
  o Ordering and distributing curriculum
  o Checking that attendance for events is registered, and following up as needed
  o Utilizing Elexio for communications and reports
- Working with Director to expand our ministry to children and families:
  o Following-up with children/families who have visited
• Calling families who have been absent
• Sending birthday cards to families
• Engaging in community life to help promote AHUMC ministries outside our church walls
• Initiating a new ministry emphasis for preschool-age children and families