



Gulf Breeze United Methodist Church

75 Fairpoint Drive
Gulf Breeze, Florida, 32561

Children's Ministry Director

Mission Statement: Jesus Christ calls us to reach out with God's Love, Hospitality, Hope, and Healing so that all may experience and share the Joy of Belonging to Him.

Position Purpose and Description: The role of the Children's Ministry Director is to oversee the development and implementation of ministries with children from VPK-5th grade.

Work Schedule: Part-time employment performing from 20 to less than 30 actual scheduled work hours per week. Preapproval authorization to be scheduled and to work actual hours in excess of this weekly work hour limitation is required to be obtained by the employee from the employee's supervisor and the GBUMC Administrator in accordance with Gulf Breeze United Methodist Church (GBUMC) employee policies.

FLSA Classification: Non-exempt, hourly wages.

Reports to Supervisor: Senior Pastor

Requirements:

- Profess Christianity
- Support the mission and policies of Gulf Breeze United Methodist Church.
- Adhere to all policies in the Landrum Handbook.
- Demonstrate an agreeable, positive attitude.
- An undergraduate degree, preferably in education or religious studies.
- Experience working with church staff is preferred.
- Demonstrate the ability to successfully develop and implement children's ministry programming.
- Be proficient in communication skills, team building, problem-solving, and recruiting volunteers.

Primary Duties and Responsibilities:

- Develop, assess and modify curriculum to meet the needs of children for Sunday school, children's church, and other ministry settings.
- Assist the Director of Connectional Ministries in overseeing Safe Sanctuary policies.
- Oversee budgeted areas related to the children's ministry
- Work with the Director of Connectional Ministries and the Student Ministries Director to recruit, train, and equip volunteers to work with children and youth.

- Offer strategies to volunteers to help with classroom management and child behavior problems.
- Assist in developing literature and advertisements to promote ministries.
- Ensure that the overall appearance and safety of the children’s facility and equipment are maintained and in good repair.
- Plan and execute weekly fellowship times and other special kids events throughout the year.
- Oversee annual Vacation Bible School during the summer.
- Attend weekly staff meetings.
- Be available to speak to promote the children’s ministry of Gulf Breeze United Methodist Church.
- As reasonable, be present in the community, especially at the schools for special events.
- Other duties assigned by Senior Pastor

Updated November 2024

Employee Name: _____
(Print)

Employee Signature: _____

Date: _____

Supervisor Name: (Print) _____

Supervisor Signature: _____

Date: _____