

Dallas First United Methodist Church in Dallas, Georgia is currently seeking a qualified individual who is passionate about serving children and encouraging their spiritual growth to serve as our Children's Program Director.

We are accepting applications and resumes for this position through August 30, 2010. The Search Committee will only respond to those who meet the qualifications.

Job Description

To plan, coordinate and oversee an effective ministry for children age 3 through 5th grade that connects the children and their families to Jesus Christ, the community of the church and to each other.

The Director will be responsible for programs for children age 3 to 5th grade at Dallas First which include, but are not limited to Children's Sunday School Curriculum, Vacation Bible School and other programs as determined by the Children's Committee and Children's Program Director such as children's church, choir, and various other activities throughout the year.

Vision and Responsibility

- Choose and coordinate a variety of activities in which children are taught at an age-appropriate level
- Work with parents and Children's Committee to plan, coordinate and grow existing and new programs
- Implement programs that include community children and parents
- Serve with fellow church staff members and lay leadership (i.e. Nursery, Pre-school, Youth and Children's Learning Center) - partnering as a supportive and enthusiastic ministry team to fulfill the church's needs.
- Create, implement and enforce appropriate policies, procedures and rules (including Safe Sanctuary) to ensure, to the extent possible, a safe environment for children and employees
- Maintain open communication of the program's plans and needs with Parents, Children's Committee, Senior Pastor, Council of Stewards and Staff Parish Relations Committee
- Establish and utilize feedback systems for regularly assessing the ministry's effectiveness and for addressing emerging opportunities and/or needs
- Attract, recruit, instruct and manage volunteers
- Participate in weekly staff meetings and monthly Council of Stewards meetings
- Meet with Children's Committee on a regular basis
- Oversee and support programs led by the Preschool Coordinator
- Oversee and manage all relevant budget items
- Manage and maintain the necessary levels of resources, materials and supplies for all levels of Children's Ministry

Qualifications

- Bachelor degree or higher in an area of Children's Ministry, Elementary Education, Child and Family Development/Ministry, Christian Education or other related discipline preferred
- Experience in Children's Ministry and / or Children's Education with prior experience as a Director or Assistant Director preferred.
- Familiarity and the ability to teach in accordance with United Methodist theology and traditions
- PC aptitude (Microsoft Office Suite, Roll Call, etc)
- Effective leader, communicator and "team player" with a strong work ethic
- Active, outgoing, energetic and enthusiastic personality and lifestyle
- Confident in ministering to children

This is a full-time position. Salary will be based on experience, qualifications and employment type. Position reports to Senior Pastor on a day-to-day basis

Our current ministry team includes our Senior Pastor, Associate Pastor, Youth Director, Children's Learning Center Director (Pre-school), Music Director, Age 3-5 Pre-school Coordinator (Assistant to Children's Program Director) and Nursery Coordinator (Volunteer)

We encourage prospective applicants to review our church website www.dallasfirstumc.org.

Dallas First UMC offers both traditional and contemporary services with an average attendance over 300 each week.

Please email, mail or fax a cover letter and resume to:

churchoffice@dallasfirstumc.org

Dallas First UMC
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