

Coordinator of Children's Ministry

Auburn United Methodist Church

Auburn, AL

Application Deadline: 5PM (CT) Thursday, May 2, 2024

Application Process: Submit a letter of interest with a current resume to Andrew Baird, Church Administrator via email: jobs@aumc.net

About AUMC:

Auburn United Methodist Church is located in downtown Auburn, with an invitation to come learn and be part of our mission to love God; to love neighbor; and to become a disciple of Jesus Christ. To learn about our ministries, please visit our website at www.aumc.net.

About the Ministry:

Children are viewed as an integral part of our congregation. Our Children's Program is comprehensive in its reaching children whether they start at Baptism and stay thru Confirmation, or they join us anywhere in-between. We offer a range of services to include: preschool; Sunday school; an after school program, children's choir, and activities on Sundays; during the week; and thru a week-long Vacation Bible School. We welcome all families, whether they are members, or ones that want to come learn about Auburn UMC.

Key Responsibilities:

- Coordinate and implement weekly programming in consultation with the Director of Discipleship. Organize, implement, and oversee special events. Work cooperatively with church staff and volunteers involved in programming.
- Contribute to the development of the children's ministry calendar in coordination with the Director of Discipleship.
- Develop and maintain relationships and communications with parents, including orienting new children and families.
- Assist in recruiting volunteers, to include volunteer orientation; training; assignments; and supervision.
- Coordinate safe sanctuary protocol in children's ministry programs with staff and volunteers.
- Supports Confirmation activities to include recruiting participants, leaders, parents, and volunteers. Coordinates scheduling classes and activities for the program.

- Submit activity proposals and debriefs in a timely manner with estimates; updates; final results and receipts (to include supply requests) upon conclusion in a timely manner.

Reports to the Director of Discipleship

Supervision:

Supervises the work of interns and volunteers, including planning, assigning and scheduling work, reviewing work, ensuring quality standards, training staff and overseeing their productivity. May offer recommendations for hiring, disciplinary, termination, and pay adjustments (as applicable), but does not have authority for making these decisions.

Physical Demands of Position:

Standing ~60%

Sitting ~40%

Lifting less than 50 lbs.

Qualifications:

- Prefer 2-4 years of ministry experience with children. Will consider less experience when there is evidence of wider responsibilities in a related position.
- A Bachelor's Degree is preferred.
- Experience with programming and teaching in a children's ministry.
- Experience communicating with, and effectively addressing the needs and concerns of parents.
- Experience effectively attracting, orienting, training, engaging, and supervising interns and / or volunteers.
- A passion for ministry for children, and their faith development. Willingness to lead faith-formation activities and support the United Methodist Church's core values and perspectives. Prefer a member of the Methodist church.
- Engaging personality that includes demonstrated experience effectively working in a team environment.

- Evidence of written and oral communication skills to include supervisory; planning; teaching; and meeting environments.

- Computer skills: Microsoft Office, Outlook, Zoom, Internet; ability to operate standard office equipment – copier, scanner, printer, etc.; TV / DVD / laptop connectivity. Willingness to learn new computer / technology skills.

- Social media skills to post and message for communications, and for marketing. Knowledge and skills to monitor social media of participants when necessary, and to address issues when applicable.

- Current CPR / First Aid certification preferred. Willingness to obtain certification.

- Ability to play with children, and to create / maintain a safe and fun environment.

- Clean, maintain, and report needed repairs for facilities and equipment in a timely manner.

- Successful completion of a drug screening and criminal background check. Current Driver's License.

- Compliance with the policies and procedures found in the AUMC Employee Handbook.

- Other duties as assigned.