

**ST ANDREW'S UNITED METHODIST CHURCH**  
**POSITION DESCRIPTION**

TITLE: Steward of Children and Family Ministries  
REPORTS TO: Senior Pastor and Church Steward  
DIRECTLY SUPERVISES: Nursery / Childcare Workers  
RESPONSIVE TO: Children's Ministry leaders and volunteers, children (infants through 5th grade) and their parents/families  
DATE: July 2018

**JOB SUMMARY**

A Steward at St. Andrew's is one who takes great care, has deep passion for, and works towards, excellence with all duties entrusted to him or her. A Steward is not just doing a job, but accepting a calling. As such, the Steward of Children and Family Ministries directs and coordinates activities, personnel and volunteers involved in Children's Ministry, including children's Sunday school, mission and outreach projects and special events for St. Andrew's Church.

**JOB DUTIES**

- ◆ Supervise, lead and support Children's Ministry (CM) workers, including the hiring for and scheduling of nursery/childcare needs.
- ◆ Recruit, develop and deploy CM volunteers.
- ◆ Select, evaluate and implement children's Sunday school curriculum (nursery through 5th grade), which coordinates with St. Andrew's mission to Glorify, Grow & Go.
- ◆ Work with staff and volunteers to organize/implement all CM activities and special events (i.e. VBS, Trunk-or-Treat, Family Movie Nights, Pancake Supper, Blessing of the Back Packs, etc.)
- ◆ Establish and maintain security protocols to protect children in our church's care.
- ◆ Coordinate with other ministries (i.e. Youth, Weekday School, etc.) as events and curriculum warrant.
- ◆ Coordinate Student Prayer Partners at the beginning of the school year.
- ◆ Work with staff, volunteers and parents, as well as our Missions Coordinator, to organize/implement all CM related mission and outreach projects.
- ◆ Work with Weekday School Director to plan and coordinate daily chapel lessons for children of the Weekday School.
- ◆ Responsible for vision casting for the ministry, attempting to make sure all that we do is Christ-centered and focused on giving our children a strong Biblical foundation.

- ◆ Develop and nurture positive relationships with all participating children and families.
- ◆ Explore emerging technologies that enrich programming and help engage more volunteers in the ministry of the church.
- ◆ Regularly report to and communicate with the church's leadership about the accomplishments of the children's ministry.
- ◆ Responsible for oversight and execution of the CM budget.
- ◆ Other responsibilities as directed by the Sr Pastor, as needed.

### **SKILLS, EDUCATION, AND EXPERIENCE**

Must have a passion and love of Jesus Christ. Must love children. Must love and appreciate working with volunteers and parents. Must have experience teaching/leading children of all ages (nursery through 5th grade). Previous experience managing/leading adult volunteers and/or employees is extremely helpful. Knowledge of various Sunday school curriculum is recommended. Must have a willingness/desire to continue to learn and grow as a leader and Christian educator. Must have strong organizational and administrative skills. Proficient computer skills are required. Knowledge of video downloading/editing is extremely helpful. Excellent interpersonal, communication and leadership skills are also required. Associate's degree required, Bachelor's degree would be considered an advantage.