

# Northfield United Methodist Church

**Director of Children’s and Family Ministries**  
(10–15 hours/week, school year; fewer hours in summer)

## Position Summary

The Director of Children’s and Family Ministries helps nurture the faith of children and families at Northfield United Methodist Church by providing engaging, age-appropriate programming that reflects the inclusive values of our congregation. This part-time role emphasizes direct leadership of programs, while also developing, equipping, and encouraging volunteers (youth and adult) to share in the ministry.

The role has two main focus areas:

- **Sunday Mornings (9:00–10:45 am, weekly during the school year; once a month in summer):** Children’s Church during worship, plus a monthly summer children’s sermon.
- **Wednesday Afternoons/Evenings (3:00–6:15 pm, weekly during the school year when school is in session):** Fun, Faith & Food (structured and free play, snack, faith-filled learning, and staying for the community meal).

Additional responsibilities include seasonal family events, communication with parents, and collaboration with other churches for Vacation Bible School (VBS).

The Director reports to the Senior Pastor.

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## Responsibilities

### Sunday Mornings (9:00–10:45 am, weekly during the school year; once a month in summer)

- Discern and recommend curriculum for Children’s Church (K–5th grade) in consultation with the Senior Pastor; implement lessons that nurture faith and community.
- Lead lessons and activities, with support from volunteer leaders/assistants.
- Oversee classroom space, supplies, and bulletin boards to create a welcoming, engaging environment.
- Provide a Children’s Sermon once per month during the summer.
- Coordinate occasional special Sundays (e.g., Celebration Sunday, Advent crafts, Easter children’s activities).

### Wednesday Afternoons/Evenings (3:00–6:15 pm, weekly when school is in session during the school year)

- Plan and lead Fun, Faith & Food (free play, structured games, snack, and faith-filled learning).
- Lead activities directly, with support from volunteer leaders/assistants.
- Stay for the church community meal (5:30–6:15 pm) to build relationships with children, youth, and families.

## Special Events & Seasonal Ministries

- Coordinate or support children’s/family events (e.g., Trunk or Treat, Pumpkin Carving, Christmas Pageant, Easter Egg Hunt, Summer Splash); some of these are led by other ministry areas.
- Collaborate with local churches to plan and lead Vacation Bible School (one week in summer).
- Support occasional family-focused summer events (e.g., pool party).

**Volunteer Development & Communication**

- Recruit, train, and encourage volunteers (youth and adult) to serve in Children’s and Family Ministries.
  - Provide safe, faith-based training through Safe Gatherings and oversee adherence.
  - Communicate regularly with families through newsletters, emails, and announcements.
  - Work with church staff to promote Children’s and Family Ministries in worship and church communications.
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**Qualifications**

- Commitment to the mission and values of Northfield United Methodist Church, including our vision of inclusivity, welcome, and intergenerational community.
  - Experience leading children; ability to plan and lead engaging, age-appropriate activities.
  - Ability to recruit, train, and support volunteers in ministry.
  - Strong organizational and communication skills (written, verbal, and interpersonal).
  - Familiarity with children’s faith formation curricula or willingness to learn; ability to adapt resources to small groups.
  - Understanding of child development and classroom management.
  - Competence with basic technology for communication and record-keeping.
  - Current or willingness to complete Safe Gatherings certification.
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**Hours & Compensation**

- **10–15 hours/week during the school year**, including:
  - Sundays (9:00–10:45 am; occasionally later for events as requested by Pastor)
  - Wednesdays (3:00–6:15 pm, plus prep/communications)
  - Curriculum preparation, volunteer coordination, and family communications
- **Summer:** Once-a-month Sunday Children’s Sermon, VBS week, and occasional family events (reduced hours overall).
- Some weeks (MEA, Thanksgiving, Christmas Break, Spring Break, etc.) will not include regular programming, providing natural flexibility.
- Compensation range: \$20-25/hour.