

Northfield United Methodist Church

Children's Ministries Director/Coordinator

(10–15 hours/week during the school year; flexible summer hours)

Northfield United Methodist Church is seeking an energetic, creative, and organized Children's Ministries Director/Coordinator to nurture the faith and community life of children in an inclusive, intergenerational congregation.

This part-time position focuses on building relationships with children and families through engaging Sunday morning and Wednesday afternoon/evening programming during the school year, while also encouraging and supporting volunteers and student interns in ministry.

The Director/Coordinator reports to the Lead Pastor.

Primary Responsibilities

Sunday Mornings

- Lead Children's Church (K–5th grade) during worship.
- Identify and adapt curriculum in collaboration with the Lead Pastor.
- Create a welcoming and engaging classroom environment.
- Coordinate occasional seasonal children's activities and special Sundays.
- Encourage and support occasional participation by children in worship and congregational life.
- Provide a monthly summer Children's Sermon.

Wednesday Afternoons/Evenings

- Help lead structured and free play, snacks, faith-filled learning, and creative activities.
- Encourage and support volunteers and student interns.
- Build relationships with children and families through participation in the church community meal.

Additional Responsibilities

- Coordinate or support seasonal children's events and Vacation Bible School (VBS).
- Communicate regularly with families and volunteers.
- Help coordinate registration, permission forms, and basic organizational details for programming and events.
- Ensure Safe Gatherings compliance for volunteers and leaders.
- Collaborate with church staff to support Children's Ministries.

Responsibilities will be prioritized collaboratively with the Lead Pastor according to the seasonal needs and time expectations of this part-time role.

Qualifications

- Experience working with children.
- Strong communication and organizational skills.
- Ability to lead engaging, age-appropriate activities.
- Ability to work collaboratively with volunteers, interns, families, and staff.
- Commitment to the inclusive mission and values of Northfield United Methodist Church.
- Willingness to complete Safe Gatherings certification.

Hours & Compensation

- 10–15 hours/week during the school year.
- Primary work times include Sundays and Wednesdays.
- Flexible summer responsibilities may include VBS, planning and preparation for the upcoming ministry year, and occasional events.
- Compensation: \$20–25/hour depending on experience.

To apply or request additional information, please contact: Pastor Donna Dempewolf / ddempewolf@northfieldumc.org / (507) 645-5689.