**Director of Children's Ministries**

Dauphin Way United Methodist Church located in Mobile, Ala., is looking for a full-time Director of Children’s Ministries. He or she should be a spiritual leader for children from birth through fifth-grade. This person must love children and demonstrate a strong personal commitment to Jesus Christ. He or she must be able to demonstrate Biblical knowledge and a basic understanding of the theology of the United Methodist Church, and to articulate a vision for the Children's Ministry.

The Director will coordinate and work closely with the clergy staff to lead and expand the program. He or she should be organized and be able to plan and achieve short-term and long-term goals. The Director will actively recruit, train and equip volunteers, as well as manage paid staff. He or she must be available to work flexible hours, including evenings and weekends for various church activities.

Dauphin Way UMC is searching for someone who can nurture an environment where children learn about God in a loving, supportive and fun setting. The Director of Children's Ministries will partner with parents to raise children who are grounded in God’s love and grace. Qualified candidates should have experience in planning, coordinating and leading children in their faith development.

If you would like to join us on this exciting journey, please send a cover letter outlining your interest and call to ministry, a resume, and at least one reference letter to [jobs@dauphinwayumc.org](mailto:jobs@dauphinwayumc.org). This position will remain open until filled.

**Summary of Duties**

* Develop curricula, lesson plans and resource materials for weekly Sunday school class.
* Lead Sunday school in conjunction with volunteer teachers.
* Recruit, train and support volunteer Sunday school and program teachers.
* Nurture the parent community and plan family-friendly programming.
* Oversee the organization, supplies and cleanliness of spaces used for children.
* Work with Clergy Supervisor and other paid and volunteer staff to create the annual calendar.
* Develop Sunday school projects, ministry programs and activities.
* Ensure the work of the children is integrated into and celebrated in the wider life of the church.
* Write announcements for the church newsletter celebrating children’s activities and projects.
* Assist with special events and celebrations.
* Contribute to a harmonious work and worship environment.
* Support the Directors of Youth and Music Ministries as needed.
* Meet regularly with Clergy Supervisor and the Children’s Leadership Team.
* Attend monthly staff and other meetings as needed.
* Complete mandatory Safe Church training, background check, and facilitate this process with new teachers and volunteers.
* Other duties as assigned.

**Qualifications**

Open to clergy and lay applicants. Bachelor’s degree with children’s ministry experience; Master’s degree preferred. Minimum 2 years of experience working directly with children. Extremely strong interpersonal and organizational skills. Experience teaching children in Sunday school or a group setting. Strong computer and administration skills. Ability to manage multiple responsibilities Desire to support the overlapping ministries of Dauphin Way UMC. Excellent references; position will also require a criminal background check.