**Position Summary**

Provides leadership and vision to program development, coordination, implementation and direction to staff and volunteers who are committed to shepherding children, birth through fifth grade. Provide discipleship essentials to programming for families. Provides a process for becoming a fully committed follower of Jesus Christ who is able to disciple others.

**Character Traits**

* Strong Christian faith and a commitment to sharing the Good News.
* An appreciation of the United Methodist Church: its polity and theological tradition.
* A sensitivity to others and approachable.
* Integrity.
* Comfortable as a member of a team.
* Self-starter and initiator.
* Committed to the vision/mission/and core values of Church of the Good Shepherd.

**Skills/Tasks**

* Capable of engaging children and families in worship.
* Provides leadership and vision to overall program development, coordination, implementation and

direction to staff and volunteers who are committed to shepherding children birth through grade 5.

* Provides a process for individuals to become capable of discipling individuals to become fully committed followers of Jesus Christ.
* Manages the design, programming, communications and other issues regarding children and family

Ministries.

* Provides leadership and mentoring for church families.
* Provides an adequate number of trained staff, volunteers and resources to carry out planned programs.
* Oversees Christian education related to Sunday School, Nursery/Childcare, special events and programs
* Available to congregation through regularly scheduled office hours.
* Participates in staff meetings and other related duties to meet the ongoing needs of the church.
* Recruits, trains and encourages volunteers.
* Communicates with congregation and community on Good Shepherd programs and activities through

media outlets.

* To meet with the senior pastor to implement the vision and goals for the Christian education program.
* If called upon to preach, the Director of Children and Family Ministry will attend the Design Team meetings.
* To attend church meetings as directed by senior pastor.
* Provide leadership and lay staff development for Sunday school ministry to children, youth and adults.
* Oversee and delegate to responsible persons the following tasks:
	+ Maintaining the bulletin boards
	+ Selecting/ordering curriculum
	+ Keeping areas clean and organized
	+ Registering students and maintaining database
* Oversee the implementation of the church's Safe Sanctuary policy relative to the Children and Family

Ministry.

* Shepherd children birth through fifth grade guided by focus points developed by the Children and Family

Ministry team.

**Accountability**

* This position is responsible to the Senior Pastor and to the Staff Parish Relations Committee.

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