



JOB DESCRIPTION

<b>Position Title:</b>	Director of Children’s & Family Ministries	<b>Department:</b>	Ministry Staff
<b>Job Type:</b>	Full-time, 40 hours/week	<b>Salary</b>	\$47,000/year
<b>Start Date</b>	July 2024	<b>Supervisor:</b>	Lead Pastor

Church of the Saviour is a United Methodist congregation in Cleveland Heights, OH, committed to pursuing God’s hope for every life. We are a vibrant, multi-ethnic, and diverse church committed to engaging hearts and minds in the living Christ and the Kingdom of God.

**JOB DESCRIPTION**

The Director of Children’s & Family Ministries is responsible for overseeing a ministry that nurtures and grows the faith of children, establishing a lifelong journey of following and serving God. This person must build meaningful relationships with both children and parents, equipping parents to do the work of discipleship at home. This person must also lead the people of Church of the Saviour to serve children and families beyond our congregation. The ideal candidate is someone who brings positive energy and creative ideas to oversee all aspects of discipleship of children from birth through 5<sup>th</sup> grade and their families.

**PRIMARY RESPONSIBILITIES**

- Cultivate the faith of children, parents, families, and volunteers, as well as their own.
- Develop the Children’s and Family Ministry.
  - Manage effective use of curriculum
  - Equip parents to nurture and cultivate their children’s faith
  - Recruit, develop, and schedule new leaders, including volunteers and staff
  - Provide safe space for all children, including children and adults with special rights, while facilitating our child protection policy
- Establish and nurture relationships with children and families at the church and in the community, including the children, families, and staff of the Church of the Saviour Early Learning Center (ELC), and ministry volunteers.
- Pursue engagement with the surrounding community by establishing relationships and partnerships with missions, ministries, and organizations that are serving children and families, with special emphasis on the Church of the Saviour ELC.
- Work with the children and families to ideate and host quarterly events to invite and serve the community and church, such as an Annual Easter Egg Hunt and Vacation Bible School.
- Work closely and collaboratively with the Director of Youth Ministries.

## **JOB ESSENTIALS/ATTRIBUTES**

- Commitment to Christian faith and spiritual growth
- Commitment to the mission and vision of Church of the Saviour
- Loves children and families
- Passionate about nurturing and maturing the faith life of children
- Commitment to community outreach and engagement
- Compassionate leadership that inspires and invites all to grow deeper in faith while offering their best to God
- Energetic about equipping children's ministry volunteers and staff to be successful in serving in their ministry area
- Creative and visionary in all aspects of the ministry
- Excellent organizational and advanced planning skills
- Collaborative, friendly, and approachable toward other staff, parishioners, and visitors
- Strong written and verbal communication skills
- Ability to work collaboratively and independently as a self-initiator
- Present on Sunday mornings
- Engage in annual goal-setting
- Serve on our team of staff with willingness to contribute in areas outside of this role

## **MINIMUM REQUIREMENTS & EDUCATION LEVEL:**

- High School Diploma required. College level education in early childhood or elementary education preferred. Open to additional education and continuing education.
- Previous experience in leading children's ministry
- Must be able to attend weekly staff meeting
- Ability to read, write, and speak English
- Successful completion of post-offer background checks and drug screen

## **APPLICATION REQUIREMENTS**

Interested candidates must submit all of the following to [jobs@cotsumc.org](mailto:jobs@cotsumc.org):

- A resume including your employment history and a minimum of three personal and professional references.
- A cover letter describing your understanding of children's and family ministry and the role of the director of children's and family ministry.

This description should not be construed to contain every responsibility that someone in this job may be required to perform. Incumbents are required to perform other related functions as assigned.

Church of the Saviour is looking for diversity in qualified candidates for employment:  
Minority/Woman/Disabled/Protected Veteran.

2537 Lee Road, Cleveland Hts., OH 44118 | 216-321-8880 | [www.cotsumc.org](http://www.cotsumc.org)