

## HOCKING HILLS U.M.C.

Rev. Roland K. Mitchell – Senior Lead Pastor  
Rev. Charlene R. Mitchell – Pastor of Support Ministries  
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HOCKING HILLS UMC

### **POSITION: Children's Ministry Director**

**Pay Rate: Salary \$32,000 per year**

**Position rating: 32 per week**

**Insurance Benefits: No**

**Vacation Benefits: 5 working day of vacation after employment of 1 year.**

**Additional vacation time accrued after service years.**

### **Foundation Qualifications:**

- \_ Passion for and a relationship with Jesus Christ
- Love for children and families
- Passion for children to come to know Jesus as their Savior
- Strong organizational and leadership skills
- Excellent time management skills
- Ease in speaking with families and children
- Ability to build and lead volunteer team

**Requirements and Qualifications:**

1. Be a born again Christian steadfast in good moral and Christian character.
2. Must possess genuine love of Jesus Christ and knowledge of the Bible
3. Have a daily devotional life that includes scripture reading.
4. Attend worship on a regular basis at The Hocking Hills United Methodist Church.
5. Tithing to the church or growing towards a tithe (good stewardship practices).
6. Possess the ability to vision and work with little direction or supervision.
7. Show a willingness to work and cooperate with the staff, worship team, and the pastoral staff.
8. Ability to lead monthly team meetings.
9. Be able to speak appropriately and genuinely with children.
10. Stability of physical, mental and emotional health.
11. Knowledge of the age appropriate needs for children 0-12 years old.
12. Ability to adapt and interact with a variety of personalities/characteristics common to children ages 0-12 years old.
13. Ability to lead this ministry in building partnerships with families so parents can teach faith in the home.
14. Active willingness to support professional development.
15. Willingness to work within and support a Christian environment.
16. Faithfully nurtures one's own spiritual life with the attendance of worship services, devotions and teachings.

17. Faithfully attend staff training, attend monthly staff meetings and attend weekly meeting with pastoral staff.
18. Attend Hocking Hills Leadership Training Level 1 & 2 for church leadership.
19. Must have the physical ability to climb stairs and transport totes/supplies for the ministry area.
20. Must be at least 21 years of age.
21. Willingness to submit to background and drug screenings. Expense could be the responsibility of the employee.
23. CPR Training preferred, but not necessary
24. Must be able to provide three (3) references of persons not related to you. Two references must be related to this field.
25. Must provide own transportation.

**Responsibilities:**

1. Network, recruit 2 new persons per year to volunteer, schedule, train, schedule, support and help disciple team members for serving in the children and family ministry of HHUMC.
2. This leader will be expected to spend 20% of their time networking in the community and make 2 to 3 family contacts per week in evangelism and outreach.
3. This position requires a person that is highly organized and responsible in maintaining a schedule in order to complete the necessary requirements and responsibilities of this position.
3. Oversee all programming and ministry for children ages birth – 5th grade, including Sunday mornings, Vacation Bible School and special events, etc...

4. Choose and prepare curriculum for each program and each age level. Curriculum must be chosen and approved alongside pastors.
5. Create environments, activities and programming for each age group that will facilitate learning and encourage spiritual growth.
6. Create/Vision a strategy for reaching and assimilating new children and families.
7. Pray for the volunteers and the children.
8. Wear identification name tag or special Children's Ministry shirt when serving.
9. Report to the Lead Pastor of your own personal absences and volunteer base absences.
10. Demonstrate a positive and friendly attitude with the parents and the children who are in your care. Be polite, friendly, and courteous to HHUMC volunteers and staff.
11. Serve, if needed, on the children's ministry schedule as a lead teacher.
12. Provide to Lead Pastor a weekly accountability log and/or weekly meeting with Lead Pastor.
13. Support the ministerial goals of Hocking Hills United Methodist Church.
14. Be respectful to fulfilling other tasks as assigned
15. Enforce Safe Sanctuary protocols and provide yearly training.

**Education Requirements:**

Higher level of childhood education with preference to experience with religious affiliated children's ministry.

**Age Qualifications:**

Must be 21 years of age or older to apply for this position.

**Attendance:**

1. **This position is the face of Children's Ministry at HHUMC.** You will be required to be in this position during worship times each Sunday morning and for programming throughout the week.

You are to arrive prior to the first worship service to oversee and/or help assemble and set up the children's ministry stations. You will oversee the children's area the entire morning, except for personal worship time. You will be able to attend the worship service of your choice with proper coverage of the children's ministry areas being secured.

2. Other attendance includes faithful service of attendance to office hours which will be determined under the guidance of the Lead Pastor of HHUMC.

#### **Working Hours:**

1. Absences must be communicated in advance to the pastoral staff. Any planned absences requires a two week notice, or 2) any unplanned absences at least two hours prior to the shift.

2. **Dependability is essential**, tardiness and excessive unscheduled absences may result in termination of employment.

3. There will be allowed 3 excused Sundays of unpaid time off. This requires at least 3 weeks notice.

4. Working hours will be determined alongside of the Lead Pastor and will be determined by programming, office time and Sunday worship. Working hours are 32 hours per week.

#### **Termination Policy:**

1. There will be a 90 day probationary period where either party may terminate employment without cause. Beyond this a two week notice is expected.

2. Dependability is essential. Tardiness and excessive absences cannot be tolerated and will result in termination of employment.

3. Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent, or church member.

4. Termination may occur for failure to carry out job duties as described above or failure to comply with the Hocking Hills Policies and Procedures.

Approved January 2021