

Job Description

Children's Ministry Associate

St. James United Methodist Church

SJUMC Area: Program Staff

Classification: Permanent, Part-time

FLSA Status: Non-Exempt

Reports to: Director of Children's Ministry

Effective Date: May 1, 2026

SPRC Approved:

Summary

The Children's Ministry Associate supports the Director of Children's Ministry in planning, implementing, and growing a vibrant children's ministry that fulfills the mission of St. James United Methodist Church: To Know Jesus Christ and to Make Him Known.

This part-time position provides programmatic, relational, administrative, and logistical support for ministry to children and families, including weekly programming, volunteer coordination, special events, and communication.

CHILDREN'S MINISTRY ESSENTIAL DUTIES AND RESPONSIBILITIES

Ministry Support & Programming

- Assist the Director of Children's Ministry in planning and implementing children's ministry programs for Preschool through 5th grade.
- Be present and actively support Sunday morning and Wednesday programming, including classroom setup, curriculum preparation, volunteer support, and serving as lead teacher when needed.
- Support the planning and coordination of major children's ministry events such as Vacation Bible School, Palm Parade, Easter Egg Hunt, Bible Boot Camp, Upward, Children's Sunday, family events, seasonal celebrations, and outreach opportunities.
- Maintain and organize ministry supply rooms, snack closets, classrooms, and program materials.
- Help provide chapel experiences for Learning Center and Kids LIFE children.
- Participate in a collaborative team approach with Nursery, Music, Learning Center, and other ministries serving children and families, including coordination of shared spaces, calendars, and resources.

Volunteer Support

- Help recruit, organize, encourage, and support children's ministry volunteers.
- Assist with volunteer scheduling and communication.
- Support volunteer onboarding, training, and appreciation efforts.
- Help maintain compliance with Safe Gatherings policies, screenings, and child safety procedures.

Administrative Support

- Assist with registrations, attendance tracking, database updates, and ministry records.
- Support communication with parents through email, newsletters, and digital platforms.
- Provide administrative and organizational support to the Director of Children's Ministry.

Family Engagement

- Help foster relationships with children and families.
- Welcome new families and assist with guest follow-up.
- Support efforts to help families connect with discipleship opportunities within the church.

Communications & Promotion

- Assist with promoting children's ministry events through church communications and social media.

St. James United Methodist Church

- Help gather stories, photos, and content that celebrate the life of the ministry.

OTHER RESPONSIBILITIES

- Attend monthly staff meetings and other meetings as deemed appropriate and necessary.
- Participates in a team approach to ministry between the Learning Center, Kids LIFE, Nursery Ministries, Music Ministries, and all other ministries to children and their families, including coordination of calendar, rooms, promotion, and shared space/equipment.
- Have a flexible work schedule, which includes Sunday mornings and mid-week evening activities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, experience, and/or ability required.

Education and/or Experience

- Bachelor's degree preferably in education.
- Five years-experience working with children in paid or volunteer positions.
- Demonstrated leadership skills among adults and children.
- Proficiency with computer software, such as Microsoft Office or similar products providing word processing, Excel, email/Outlook, and Microsoft PowerPoint or similar presentation product.

Language Skills

- Must be able to communicate effectively both written and verbally with staff and laity.
- Able to speak in a public forum.

Mathematical Skills

Must possess ability to calculate annual budget needs and plan programs to ensure adequate supplies and cost effective purchasing.

Physical Requirements

- Able to move freely in and out of different small group settings (homes, church, businesses)
- Able to play physical games and/or sit on floor when appropriate

CORE COMPETENCIES

Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest details.

Biblical Knowledge: Able to discuss and interpret biblical truth when applying scripture to life situations, especially as scripture relates to children and their family. Is able to guide children in age appropriate exploration and discovery of biblical truth. Encourages and designs avenues for others to engage in ongoing training/study of scripture.

Confidentiality: Understands that as a staff member of the church requires the ability to discern what is confidential information and keep that information private. This is a sacred trust each staff members holds and maintains.

St. James United Methodist Church

Creativity and Innovation: Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work; is able to develop, edit and review curriculum.

Helping Orientation: Demonstrates concern for and attends to the needs of the congregation's internal and external constituents; projects a sense of empathy and understanding when dealing with members and friends of the congregation; is able and willing to supply answers and resources that others find satisfying.

Informing Others: Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.

Interpersonal Skills: Encourages others to cooperate, participate, provide resources or make decisions, in service to the church and specifically Children's Ministries. Establishes good working relationships with all others who are relevant to the completion of work; Uses verbal and nonverbal skills to communicate respect for others and to generate energy, passion, and commitment to an idea, program, or event; uses diplomacy and tact; is approachable; avoids communication triangles. Is able to create an environment that others want to participate in

Motivating Others: Creates a climate in which people want to do their best; can motivate staff, volunteers and members; empowers others; invites shared input and decision making; makes each individual feel that his/her work is important.

People/Volunteer Management: Is a good judge of talent and spiritual giftedness. Can accurately project how people are likely to perform in a variety of settings. Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.

Priority Setting: Spends his/her time and directs the time of others to what is important; quickly zones in on the critical issue, and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus

Project Management: Identifies the key objectives and scope of a proposed project; garners needed resources and project support, develops a realistic and thorough plan for achieving key objectives, keeps team members briefed on progress, implements action plans, communicates progress to appropriate groups, identifies and resolves barriers and problems.

Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.

Teaching: Designs effective, age-appropriate lesson plans and facilitates learning experiences in both small and large group settings; selects teaching topics that are relevant, provocative and contribute to a deeper understanding of scripture, theology, and spiritual practice; uses a variety of teaching topics and methods to maintain interest and build connection.

Team Building: Blends volunteers into teams when appropriate; leads the team successfully through difficulties and challenges; creates strong morals and spirit in his/her team; creates a climate in which people want to do their best; shares wins and successes; defines success in terms of the whole team; creates a feeling of belonging and pride in the ministry of the team.

Time Management: Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.