

DIRECTOR OF MINISTRIES WITH CHILDREN AND FAMILIES

Job Description

Reports to: Associate Pastor

Effective: February 1, 2026

Directly Supervises: Nursery Coordinator, the Early Childhood Center Director, and Nursery Staff

Status: Full-Time

Salary Range: \$50,000-\$60,000

FSLA: Exempt

Position Summary: The Director of Ministries with Children and Families provides visionary leadership, implementing programming, and administrative oversight to ministries with children, infants through fourth grade, and their families. This role partners with clergy and lay leadership to fulfill Conway FUMC's mission to make disciples of Jesus Christ for the transformation of the world by nurturing faith development, supporting parents, and engaging children in worship, service, and the life of the church. The director will be responsible for all aspects of the ministry of Conway FUMC related to children, grounded in United Methodist Theology and practice, including teaching and leading children as well as empowering laity for ministry.

Essential Tasks:

- Develop, outline, execute, and evaluate a comprehensive plan for ministries that move children through the stages of faith development in consultation with pastors, the Children's Council, and other lay leadership of the congregation, and other ministries of the Church (e.g. worship ministries, children's music, etc).
- Select or create a curriculum for Sunday School, Wednesday Night (aka "MidWeek") Programming, and special events.
- Identify, recruit, train, and develop lay members of the congregation for ministries with children.
- Provide pastoral care for children, families, and volunteers.
- Communicate with parents, children, staff, volunteers, the congregation, and the city of Conway, celebrating fruitfulness and expressing needs. In particular, maintain quality communication about the ministry by keeping up-to-date information on all families and contacting them regularly via varied media (print, email, text, social media, video, reporting, website, worship announcements, etc).
- Follow up with visitor contacts with families of children weekly and help them connect with the ministries of Conway FUMC.
- Intentionally incorporate evangelism and outreach in weekly rhythms and events.
- Engage children in prayer, service, evangelism, music, and financial stewardship.
- Oversee budget for Children's Ministries in collaboration with church leadership.
- Supervise the Director of Weekday Childcare Ministries and Nursery Staff.
- Maintain a culture of safety, hospitality, and inclusion.
- Ensure the Safe Gatherings Policy of FUMC is followed in the Children's ministry and

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maintain personal certification.

- Maintain regularly scheduled office hours in order to be accessible to parents, staff, and the leadership of the congregation.

Other Tasks:

- Liaison between the congregation of FUMC and the Weekday Childcare Ministries.
- Network with colleagues in other churches.
- Prioritize outreach and evangelism efforts with the Conway Community for events.
- Continue to develop skills and knowledge by participating in continuing education events.
- Work with the age-level ministries team to seamlessly transition between ministry areas. (Example: from birth-Pre-k to K-4 and then to MidYouth)
- Assist in ministry as part of the team of staff, as needed, in other duties as assigned by the Pastors
- Attend relevant staff meetings, ministry team meetings, and church-wide events.

Preferred Skills and Abilities:

- Must demonstrate genuine love and maintain a good rapport with young people and families.
- Must be able to exercise initiative and demonstrate an attitude of problem-solving.
- Maintain confidentiality while also serving as a mandated reporter.
- Respond promptly to emails, texts, and phone calls from staff or the congregation.
- Ability to use or learn Google Suite and other software applications currently in use.
- Ability to lift 50 pounds.
- Ability to bend over and reach objects on the floor.
- Ability to reach over one's head to perform tasks.