

## Trinity United Methodist Church

605 West Golf Road, Mount Prospect, IL 60056 847.439.0950 [www.trinitymp.org](http://www.trinitymp.org)

**Job Title:** Director of Children's Ministry  
**Reports to:** Pastor  
**Status:** 15 hrs/wk  
**FLSA:** Exempt  
**Vacation:** 4 weeks PTO  
**Salary:** \$19,000 annually

**Trinity United Methodist Church - Our Vision and Values:** At Trinity, we are a church family that spans generations, sharing God's love and opening our arms to everyone. Every person is valued here; we see each one as a reflection of God. Regardless of age, race, ethnicity, sexual orientation, gender identity, physical or mental condition, marital status, family circumstances, or financial position, you're warmly welcomed to fully participate in our church community. Rooted in the life and teachings of Jesus, we seek to grow in love, nurture spiritual growth, intentionally connect with our nearest neighbors, and serve others with compassion. We want to equip and empower our community to be deeply committed Christians, embracing the values of family and faith, diversity and inclusivity, compassion and curiosity. We believe that God is calling us to be a center for community, with Christ at the center.

**Job Summary:** The primary responsibility for the Director of Children's Ministry is to make disciples of Jesus Christ for the transformation of the youngest members and their families.

### Essential Functions:

- Childcare Ministry (approximately 2 hr/month):
  - Coordinate nursery staff and volunteers to provide care during Sunday worship and church programs as needed.
  
- Children's Ministry for PreK-5th graders (approximately 36 hrs/month):
  - Recruit, guide and coach the Children's Ministry teachers and leaders.
  - Find curricula and resources appropriate to the needs and goals for Trinity's children and families.
  - Coordinate the use and upkeep of activity materials for the PrayGround.
  - Facilitate yearly Vacation Bible School Ministry.
  - Facilitate special ministry events for children, youth and families throughout the year.
  
- Family Ministry: (approximately 8 hr/month – shared responsibilities with Director of Youth Ministry):
  - Coordinate and facilitate ministries with parents and families.
  - Work in collaboration with the pastor and other program staff to plan and offer ministry in line with the church's direction and vision.
  - Offer ongoing spiritual/pastoral care for families and children as needed, in collaboration with the pastor.
  - Create opportunities for children and their families to learn and serve together.
  
- Other Responsibilities: (approximately 14 hrs/month):
  - Maintain and review Child Protection Policy standards and records for program volunteer background checks.
  - Publicize events through church bulletin, website, social media, and worship announcements.
  - Provide weekly communication to families via email and text.
  - Provide support for worship services, including planning for and supporting Children's message.
  - Participate in weekly staff meetings.
  - Attend other meetings as needed.

**Minimum Qualifications:**

- Strong personal faith with a welcoming mindset
- Spiritually and emotionally mature, able to relate well to children (ages birth-12 yrs) and their parents
- Knowledge of Biblical and spiritual traditions and willing to learn about United Methodism
- At least one year of experience as a leader in a Christian Education and/or Youth Ministry setting
- Experience in creation of ministries that connect with children and families
- Skilled in recruiting and training volunteers, while nurturing and sustaining leadership teams
- Passionate about expanding Trinity's outreach beyond our congregation to connect with individuals new to the Christian faith and within our local Community
- Ability to facilitate small group discussion with children and adults
- Ready and able to take initiative (Self-Starter, Action-Oriented)
- Proven interpersonal skills—particularly with children and their families
- Proficient in writing and public speaking
- Ability to maintain confidentiality