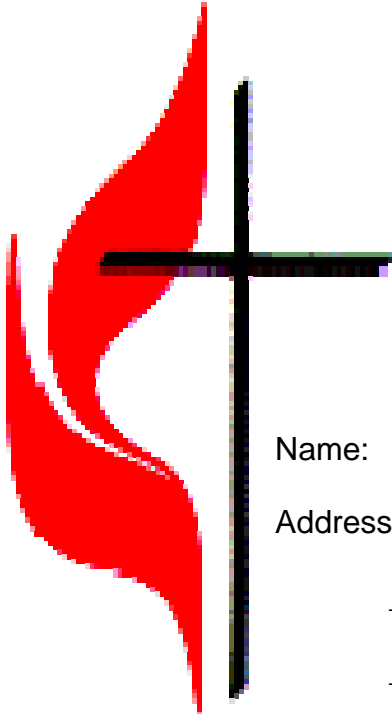


Hawkins United Methodist Church is now accepting applications for a Director of Children and Family Ministries. Interested individuals mail a resume to the following address:

Hawkins United Methodist Church
Attention: Teresa Cain, Office Manager
3736 Halls Ferry Road
Vicksburg, MS 39180

Resumes may also be emailed to Teresa Cain at teresa@hawkinsumc.org.
For more information, please call the church office at 601-636-2242.



Hawkins United Methodist Church

**3736 Halls Ferry Road
Vicksburg, Mississippi 39180**

Employment Application

Date _____

Name: _____

Address: _____

Home Phone # _____ Cell Phone # _____

Email Address: _____

Social Security number ____ - ____ - ____ Date of Birth _____

Driver's License # _____

Education and Work Experience

Education: Check highest level

High School: 9[] 10[] 11[] 12[] GED[]

Name and State of High School:

College: [] Associate's Degree
[] Bachelor's Degree

[] Master's Degree
[] Doctoral Degree

Degree/Major _____

Name of College/University _____

Employment Experience:

Current place of employment: _____

Address: _____

Phone # _____ Supervisor _____

Position _____

Reason for wanting to leave _____

Previous place of employment: _____

Address: _____

Phone # _____ Supervisor _____

Position _____

Reason for leaving _____

Do you have any physical, visual, or hearing needs we need to consider?
 No Yes If yes, describe in detail: _____

Are there any accommodations needed in order for you to safely and competently perform the duties in the job description? _____

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of a misdemeanor? Yes No

If yes, please describe the convictions in detail, including dates: _____

References:

1. Name: _____ Telephone # _____

Relationship to you: _____ Business Name: _____

Address: _____ City/State: _____

2. Name: _____ Telephone # _____

Relationship to you: _____ Business Name: _____

Address: _____ City/State: _____

Emergency Contact Information:

Emergency Contact: _____

Relationship to you: _____

Phone: _____ Second Phone: _____

I affirm that all the aforementioned information is correct and complete. I understand and agree that I will be fingerprinted and undergo a background check as required for working around daycare children.

Printed Name

Date

Signature

Hawkins United Methodist Church Job Description

1. **Position Title:** Director of Children and Family Ministries
2. **Supervisory Controls:** The Director of Children and Family Ministries is under the direct supervision of the Pastor, and accountable to the Staff Parish Committee.
3. **General Responsibilities of Position:** This person will work with the church staff and lead a team of volunteers to promote and nurture the faith formation in our children (birth to 6th grade) and families. An effective coordinator will develop and nurture a ministry for all types of families, striving to guide, nurture, and support all people as they grow as Christian disciples. The coordinator must pay attention to family circumstance, understand the home as a setting for spiritual formation, and provide relevant and intentional ministry for all families through the church and in the community. All ministries must address basic human needs as well as provide opportunities for faith formation, service, and witness. The family ministry coordinator will work to provide family members opportunities to grow in their relationship with God and respond to that relationship faithfully in the church and the world.

The Director of Children and Family Ministries will lead the way in creating and sustaining a place where:

- a. Children experience the love of God.
 - b. The learning environment is safe, inviting and effective and meets safe church standards.
 - c. Parents/caregivers are nurtured and equipped for the task of parenting in a household of faith.
 - d. Volunteers are recruited, trained and celebrated.
 - e. The congregation is informed and engaged in our common ministry with children and families.
 - f. People collaborate and work as partners in the ministry of the whole church.
 - g. The community recognizes our ministry with children and families.
4. **Hours of Work:**
 - a. This is a year-round position (32 hours/week).
 - b. Sunday morning for Sunday School and at 10:30 A.M. worship service and any other Sunday activities.
 - c. Wednesday night activities.
 - d. Staff Meeting.
 - e. Summer activities including Vacation Bible School, retreats and trips.
 - f. Vacation must be approved in advance by the Pastor.
 - g. The church facilities will be available as needed.
 - h. Absence due to illness or emergency is to be brought to the Senior Pastor's attention immediately.
 5. **Minimum Requirement/Spiritual Gifts and Qualification:**
 - a. Have a vibrant and growing commitment to Jesus Christ and can communicate that faith effectively to others.
 - b. Exhibit an enthusiasm for ministry with children and families, and the role the congregation can play in the development of both.
 - c. Be knowledgeable and supportive with United Methodist Wesleyan Theology.
 - d. Exhibit strong organizational, management and leadership skills.
 - e. Communicate effectively with individuals as well as with large groups of all ages.
 - f. Work well with teams.
 - g. Demonstrate familiarity with social media platforms to enhance ministry.

- h. Thrive in the ever-changing needs and environment of a growing and vibrant congregation.

Beneficial for the job:

- i. Have a Bachelor's degree or equivalent experience in Early Childhood or Elementary Education, Theology or other ministry-related field.
- j. Have three or more years (preferred) of experience in a leadership role in Children and/or Family Ministries.

6. **Typical Duties:** In the administration of the above duties, the Director of Children and Family Ministries can expect to:

- a. Administer and supervise core programs and events (Sunday School, VBS, etc.)
- b. Evaluate, determine and augment curriculum and resources as necessary.
- c. Lead children's activities during Sunday worship.
- d. Recruit, train and lead volunteers in our ministries with children and families.
- e. Create and administer necessary budgets, supplies and resources.
- f. Communicate the work of the children and family ministries throughout the congregation and community.
- g. Create and lead ways to involve our community in the ministries of Hawkins UMC.
- h. Participate in Staff Meetings and work collegially for the health of the entire congregation.
- i. Work with the Nursery Coordinator.
- j. Oversee the implementation of the church's safe church regulations relative to the church and family ministry.
- k. The coordinator of family ministry will be attentive to the hopes, concerns, and needs of families of all configurations in the community to determine how the congregation might serve them and how they might serve one another as Christian disciples and good neighbors.
- l. The coordinator needs to be familiar with the congregation's overall goals and how they are achieved through the congregation's ministry with families.

7. **Performance Evaluation:** Upon employment, the first six months are considered probationary. Salary and performance will be reviewed by the Staff Parish Relations Committee on an annual basis. Any difficulties or challenges are to be brought to the Senior Pastor's attention for assistance; triumphs and accomplishments are to be shared with Senior Pastor and fellow staff for celebration. With sufficient cause, failure to adhere to the responsibilities outlined may result in immediate termination.

8. **Salary and Other Benefits:** Salary will be commensurate with experience. Holidays as set by the Pastor.

The above job description is not totally inclusive and other responsibilities may be delegated and prioritized by the Pastor.

CHILDREN AND FAMILY MINISTRIES

DIRECTOR'S SIGNATURE _____

SPRC CHAIRPERSON _____

DATE _____