

Job Opening for Director of Children and Family Ministries

Hawkins United Methodist Church in Vicksburg, MS is accepting full resumes and brief cover letters until position is filled for a part-time (20 hours/week) Director of Children & Family Ministries. The person will work with the church staff and lead a team of volunteers to promote and nurture the faith formation in our children (Birth – 6th Grade) and families.

Spiritual Gifts and Qualifications:

- Required: Has a growing faith in Jesus Christ. Preferred: Has been spiritually formed in a United Methodist church or extension ministry or a church with historic Methodist/Wesleyan roots
- Excellent written, spoken, and inter-personal communication skills
- Good time management, organizational, and leadership skills
- Innovative and creative
- Has a love for children and families and able to engage every child of differing abilities
- A team player who can adapt to an ever-changing environment
- Able to administer the budget and maintain supplies and resources
- Strong computer and social media skills
- Willing to become CPR certified in either of the certifying agencies (church will provide training)
- Has had significant education and/or training in Early Childhood or Elementary Education, Theology, or other-related fields
- Has had significant experience in leadership roles in Children and/or Family Ministries
- Pass a background check

Responsibilities:

- Administer and supervise core programs and events (Sunday School, VBS, Wednesday Night Events, etc.)
- Select and/or develop spiritually formative and creative curriculum that's complementary to United Methodist Theology
- Recruit, train, and celebrate volunteers
- Integrate children and family programs with church's intergenerational ministries
- Lead children's activities during Sunday worship
- Oversee the implementation and maintenance of the church's safe sanctuary protocols
- Participate regularly in Staff Meetings and work collegially for the health of the entire congregation
- Oversees Committee on Children and Family Ministries
- Maintain communication and relationships with families throughout the week
- Other responsibilities pertaining to the work of children and family ministry

Hours of Work:

- Must be available weekly on Wednesday evenings and Sunday mornings. Please, take into account setup and breakdown of all activities.
- Must be available to lead, plan, and implement special programming, such as VBS.
- Must be available for regular meetings with staff, senior pastor, and ministry volunteers
- Flexible hours are allowed during all other time periods during the week to fulfill part-time obligations

Please, send your full resume and brief cover letter to Teresa Cain: Teresa@hawkinsumc.org

Call church office at 601-636-2242. Check out our webpage: hawkinsumc.org