

**Revision Date: July 28, 2024**

## **Trinity United Methodist Church**

**Job Title:** Director of Children and Families

**Reports to:** Lead Pastor

**Oversight:** Lay Personnel Ministry Team

### **Job Summary:**

The Director of Children is responsible for leading and guiding our children and their families into becoming a strong and active part of the Trinity Congregation and Christ's global church through mission and through a deeper relationship with Jesus Christ.

### **Responsibilities** for children (nursery - 6th grades),

- Develop a vision, in consultation with the Pastor, and plan for the Children's Ministry that will provide children with a solid Christian foundation of: biblical knowledge, Christian discipleship, worship understanding, mission knowledge and experience.
- Provide leadership, support and/or as needed, guidance for a variety of children's ministry areas, including but not limited to:
  - KidVenture – plan, organize, and conduct Sunday morning children's ministry programs with church school leaders.
    - Provide support and care for teachers and volunteers of KV and KV Headquarters
    - Stock and organize KV Headquarters as needed.
  - Children's Events including but not limited to (Christmas Pageant, Secret Angels, etc.)
  - Parent and Family activities, study, events and resources for the home.
- Oversee Sunday morning Nursery program and help families with infants and toddlers (ages 0-3) stay connected to the ministry of the church.
  - Update Cradle Roll as needed with Church Baptisms.
- Recruit, train, organize, nurture and encourage laypersons who love Jesus Christ and who desire to serve the Lord by using their spiritual gifts to lead, teach, mentor, assist and help children and their families.
- Be attentive to the need for pastoral care for children and their families and communicate needs to Director of Congregational Care and/or Lead Pastor
- Recruit new families/reach out to Trinity families not yet connected regularly

### **Job Requirements and Qualifications**

- Must have a personal relationship with Jesus Christ, and be dedicated to developing the same in children and their families.
- Must be willing to submit to, and pass, a criminal background check and complete the TUMC Safe Sanctuaries Training (annually)
- Must demonstrate excellent interpersonal communication skills with both adults and children
- Must demonstrate excellent organizational skills
- Must be willing to support other ministry areas of the church.
- Must have an in-depth understanding of the teachings and practices of the United Methodist Church
- Regularly attend worship and become an active, visible, participant in the spiritual life and service ministries of the congregation
- Attend monthly TUMC Staff meetings and monthly one-one with Pastor.
- Participate in some form of Professional Development annually (Conference event, General Church gatherings, etc.)
- Must be a team player and be willing to work with all staff and volunteers of Trinity UMC

**7 Other**

- The schedule for performing this job shall be a year long position. Trinity UMC follows the Hackettstown School system calendar.
- Any duties performed outside of this schedule shall be agreed upon in advance among the individual, the Pastor/Church Council
- Weekly hours will be monitored by Trinity UMC Business Administrator and will be reported to Lead Pastor and the Lay Personnel Ministries team.

**Hours and Location:**

Evening meetings as required by program

On site office hours based at 213 Main Street, Hackettstown, NJ

10 hours per week

Salary \$10,000

**Trinity United Methodist Church  
Hackettstown, New Jersey**

**Application Form for  
Director of Children and Families**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Present Church Membership** \_\_\_\_\_

**Your Church Membership History** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please enclose a resume that includes employment record, educational background and other relevant information.

Please explain other personal and professional qualifications you have for this position. Also, share something of your faith journey.

List below three references (name, address, telephone and fax numbers, position). Forward a reference form to each one. Please do not use Trinity clergy as references and include at least one non-Trinity reference.

1.

2.

3.

**Signed** \_\_\_\_\_

**To be returned to Kari Anzel  
email: [kanzel@catchthespirit.org](mailto:kanzel@catchthespirit.org) or  
mail: Trinity UMC, 213 Main Street, Hackettstown, NJ 07840**

**Reference Form**  
**Director of Children and Families**  
**Trinity United Methodist Church**  
**Hackettstown, New Jersey**

**Section I:** (to be filled out by applicant)

**Name of applicant** \_\_\_\_\_

**Address** \_\_\_\_\_

**I waive my right to see this reference** \_\_\_\_\_  
Signature of applicant (required)

**Section II:** (to be filled in by person giving reference. Please use additional sheet if needed.)

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Position or relationship to applicant** \_\_\_\_\_

**How long have you known applicant?** \_\_\_\_\_

**During what time period** \_\_\_\_\_

Please give us your evaluation of this applicant's strengths and weaknesses with special attention to the following areas:

- As a Christian disciple and witness for Jesus Christ
- As one working with and relating to children
- As a person able to handle the pressure of multiple tasks
- Organizational and communication skills
- Commitment to working as part of a team

Please give your evaluation of the character and Christian commitment of the applicant, and his/her suitability for a leadership position.

Signature \_\_\_\_\_

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