

COLUMBIA FIRST UNITED METHODIST CHURCH
CHILDREN & FAMILIES DIRECTOR JOB DESCRIPTION



The Children & Families Director is an exempt position that may be either a part-time or a full time employee. Develop a ministry team of laity who focus on ministry from birth until 5th Grade and families to fulfill the discipleship system of Engage, Connect, Equip and Send and ministries around significant Christian Holy Days.

The goal for the Director is to help children and families fulfill the mission and vision of Columbia First United Methodist Church.

We exist to share the transforming love of Jesus Christ with all people. Join us on a grand quest to become a church on fire for God, by engaging, connecting, equipping and sending.

The Director will participate as a member of the church staff in planning and communication. Additionally, execute administrative tasks to support the team and ministries.

Expected to work Sunday mornings, Wednesday nights, Christian holy days, including but not limited to Holy Week, Easter, Christmas Eve, Christmas Day (if applicable)

Preferred Bachelor's degree, minimum of 2-year experience working with children.

- Build and support a Children & Families Team to dream and implement all children & families ministries in the areas of the congregation's discipleship system.
- Attend worship services and other church activities as well as attend all Children & Families Team meetings and assist the team chairperson.
- Manage the program budget and present budget needs to the Finance Committee as needed
- Build and support a team of Sunday school teachers and volunteers for preschool through fifth grade, focused around the discipleship system of Engage, Connect, Equip and Send.
- Secure curricula and supplies for preschool through fifth grade Sunday school
- Secure and schedule Hall Monitors for Sunday school check-in (due to Safe Sanctuary Policy)
- Secure volunteers, curricula and supplies for ALL children's programs
- Organize and promote activities for children and their family's spiritual growth (for example, an event once a quarter and/or during major spiritual holidays)
- Manage all nursery operations including hiring, scheduling, training, and maintaining supplies
- Develop and deliver Children's Sermons for all worship services each Sunday where applicable and engage children's participation in worship services
- Lead/engage children during Sunday School large group sessions for Preschool - 5th grade
- Maintain good communication with parents/guardians of children using all available means of church communication (for example, newsletters, texts, emails via ChurchTeams, church website information, etc.)
- Coordinate with Director of FUMC Weekday School to engage and connect WDS families with church activities (for example: weekly chapels, any other means of discipleship FUMC offers)
- Perform other duties as assigned. This may be on a temporary or on-going basis.

DUTIES for full-time

- Participate in worship as otherwise needed (liturgist, communion, preaching etc.)
- Attendance in all-staff meetings, Administrative Council meetings, GuideTeam when invited, Discipleship System Meetings,

To apply for this position: Send resume and cover letter to: rharrison@columbiafumc.org



APPLICATION FOR EMPLOYMENT
COLUMBIA FIRST UNITED METHODIST CHURCH
222 WEST 7TH STREET COLUMBIA, TENNESSEE 38401
931.388.3306

Today's Date: _____

Position Desired: **Children & Families Director**

PERSONAL INFORMATION

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

E-mail address: _____

Church Membership: _____

When available to begin work? _____ Are you over the age of 18? Yes No

Are you related to anyone currently employed at this church? Yes No

What languages can you read, speak and write fluently? _____

What instruments do you play? _____

Do you have legal documents to work in the United States? Yes No

Are you able to perform this job without any accommodation? Yes No

Have you ever held a position of trust (handling money or confidential material)? Yes No

How much time have you lost from work during this past year? _____ If yes, explain _____

Do you have any personal responsibilities or problems that may affect your regular attendance? Yes No If yes, explain _____

Have you ever been convicted of a crime? Yes No; If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

Have you ever been discharged or requested to resign from a position? Yes No; If yes, explain _____

Do you have a valid driver's license? Yes No State Issue: _____ Expiration Date: _____
 Commercial (CDL)

Equal Opportunity Employer
 Columbia First United Methodist Church is an equal-opportunity employer and a faith based organization. We conduct hiring without regard to age, race, color, national origin, gender or disability of an otherwise-qualified individual. Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. 2000e 1(a)), we have the right to hire only candidates who agree with our Statement of Faith.

EDUCATION

School and Location

High School: _____
Number of Yrs Completed: _____

College or University: _____
Course or Major: _____ Number of Yrs Completed: _____ Degree: _____

Graduate Study: _____
Course or Major: _____ Number of Yrs. Completed: _____ Degree: _____

Business/Trade/Tech/Other Schools: _____
Course or Major: _____ Number of Yrs. Completed: _____ Degree: _____

Other/Continuing Ed: _____
Course or Major: _____ Number of Yrs. Completed: _____ Degree: _____

Current Licenses and/or Certificates: _____

EMPLOYMENT HISTORY Begin with current or most recent employer

Employer Name: _____

Supervisor's Name and Title: _____

Business Address: _____

Employer Phone Number: _____

Position Title: _____

Description of Responsibilities: _____

Dates Employed: From: _____ To: _____ Salary: _____

Reason for Leaving: _____

May we contact your CURRENT employer prior to any employment? _____ Yes _____ No

Employer Name: _____

Supervisor's Name and Title: _____

Business Address: _____

Employer Phone Number: _____

Position Title: _____

Description of Responsibilities: _____

Dates Employed: From: _____ To: _____ Salary: _____

Reason for Leaving: _____

QUALIFICATIONS

Please use the space below to share with us your qualifications/skills/training and why you feel those qualifications/skills/training will enable you to perform the specifics of the position as well as assist Columbia First United Methodist Church in carrying out its overall vision.

PROFESSIONAL REFERENCES List 3 people, preferably past supervisors

Name: _____ Occupation: _____

Business Address: _____

Telephone Number: _____

Name: _____ Occupation: _____

Business Address: _____

Telephone Number: _____

Name: _____ Occupation: _____

Business Address: _____

Telephone Number: _____

Applicant's Signature:

Date:

APPLICATION FORM WAIVER

TO BE COMPLETED PRIOR TO HIRING

In exchange for the consideration of my job application by Columbia First United Methodist Church, I agree that:

The employment-at-will relationship between it and the undersigned. Both the undersigned and Columbia First United Methodist Church may end the employment relationship at any time, without specified notice or reason.

If employed, I understand that Columbia First United Methodist Church may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I, hereby, give Columbia First United Methodist Church permission to contact schools, previous employers (unless otherwise indicated), references, and others, and, hereby, release Columbia First United Methodist Church from any liability as a result of such contract.

I understand that Columbia First United Methodist Church reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to employment or anytime during employment, and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to Columbia First United Methodist Church or its designees. I release Columbia First United Methodist Church and its designees from any and all liability and damages which may result or arise from any drug and alcohol screening tests or the provision of information in connection with such tests.

I also understand that (1) in connection with the routine processing of your employment application, Columbia First United Methodist Church may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, Columbia First United Methodist Church, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act. (2) I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I further understand that my employment with Columbia First United Methodist Church shall be probationary for a period of sixty (60) days, and further, that at any time during the probationary period or thereafter, my employment relation with Columbia First United Methodist Church is terminable at will for any reason by either party.

Date of Birth _____

Driver's License Number _____

SSN _____

Signature of Applicant _____ **Date:** _____

Thank you for completing this application form and for your interest in our Church.

NOTE: This position does not offer employer-sponsored health insurance or unemployment benefits.