

Lake Highlands United Methodist Church Director of Children's Ministries

Full-Time

Salary negotiable upon experience (health insurance and pension included)

Lake Highlands UMC is a multi-generational church in Dallas, Texas whose vision is:
to make followers of Jesus Christ who love God and love people.

The Director of Children's Ministry at Lake Highlands United Methodist Church (LHUMC) shall be a person of genuine and deepening Christian character, willing to grow as a loyal participant of a ministry team, able to work, communicate well, and cultivate trust with children, parents and other staff members.

Objective: The Children's Minister should provide leadership, oversight, and strategic direction to children's ministry; supervise all programming and operations for children from birth through middle school; provide opportunities for parent engagement, volunteering, educational training, attendance growth, and involvement of children in the life of the church.

Hours: This is a full-time position, with an expected time commitment of 40 hours per week. This is a professional, executive position exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). This person will be expected to work on Sunday mornings (8 am -12:30 pm), Sunday evenings (4:30 pm-6:30 pm), and participate in Tuesday staff meetings from 9:30 am until 10:30 am.

Supervision: Reports to the Senior Pastor

Responsibilities:

In conformity with LHUMC's policies and procedures, including LHUMC's Employee Handbook, and the United Methodist Book of Discipline, responsibilities will include those generally described below, but may not be limited to the following:

- Oversee and direct all aspects of a dynamic Children's Ministry including weekly Sunday School and LHUMC's JoyKids program for students in 3rd-5th grade.
- Work with the youth director to develop a year-long confirmation program for 6th graders (starting Fall of 2024)
- Support church-wide initiatives through Children's Ministry
- Attend appropriate meetings including: children's ministries staff, general weekly staff meetings, and other church meetings including oversight of Children's Council and serving as the Children's Ministry representative on the Christian Childhood Development Center (CCDC) Advisory Board and Church Council..
- Provide supervisory leadership, direction, and oversight for the Children's Ministry staff team and volunteers including recruiting, orienting, placing, onboarding, and training.
- Develop timely and effective follow-up procedures for new families that attend children's events
- Engage the community with the children's ministry programs

- Develop and oversee special events for children and families including Vacation Bible School, Christmas and Easter events, camps, retreats, etc.
- Consistently support and communicate with parents of children by providing resources and programming.
- Maintain a standard of careful stewardship through the management and oversight of the Children's Ministry budget.
- Regularly review and update children's policies.
- Communicate the needs of the program and cast vision to staff and key volunteers.
- Coordinate childcare as needed to support church ministry programs, including Sundays, MOPs activities, and special events.
- Support Activity Hero for MOPs childcare registration

Qualifications:

- Bachelor degree and professional experience working with children in a church or school setting.
- Must be a person of deep personal Christian faith and integrity.
- Biblically grounded in their faith as a follower of Jesus Christ.
- Culturally Competent.
- Candidate must possess qualities/characteristics of:
 - Excellent communication in both verbal and written form.
 - Leadership - able to lead others, whether children, volunteers, staff, etc.
 - Positive and affirming attitude.
 - Is a self-starter and experienced project manager.
 - Organized and demonstrates common sense.
 - Ability to handle multiple tasks congruently
 - Ability to complete projects in a timely manner.
- Computer proficient in Microsoft Office and Google Office Suite
- Strong interpersonal skills and teachable.
- Ability to innovate, initiate, organize, complete, and follow-up on applicable project work.
- Able to creatively problem-solve if issues arise.
- Able to maintain confidentiality and practice discretion in all communications.

How to Apply:

Email cover letter, resume and three professional references to Rev. Andy Roberts

Contact Email: andy@lhmc.com

Contact Phone: 214-348-6600 Ext 120