

## **Director of Children's Ministry (Part-Time)**

Franconia United Methodist Church | Alexandria, VA

### **Position Summary**

Franconia UMC is seeking a compassionate, creative, and organized **part-time Director of Children's Ministry (DCM)** to help children (birth–6th grade) grow in faith and experience God's love in meaningful, lasting ways. If you enjoy building relationships with children and parents, leading volunteers, and shaping joyful ministry moments, this role might be your perfect fit.

This part-time position includes a few weekly commitments plus flexible planning hours, making it ideal for seminarians, educators, retired teachers, or anyone balancing other part-time work. Average 28 hours weekly, subject to ebb and flow of church activities.

The DCM reports to the Pastor and works closely with staff, volunteers, and families to create a welcoming, safe, and engaging ministry.

### **Core Competencies**

- **Commitment to Children** — Creates a nurturing, faith-filled environment for kids and families
- **Interpersonal Skills** — Builds trust, communicates well, and supports families with care
- **Servant Leadership** — Encourages, equips, and collaborates with volunteers
- **Organizational Strength** — Plans programs, events, and weekly rhythms with reliability
- **Team Orientation** — Works well with staff, parents, and ministry partners
- **Creativity & Excellence** — Brings fresh ideas and thoughtful preparation to every ministry moment

### **Qualifications**

- Experience in children's ministry or education leadership.
- Understanding of child development and age-appropriate curriculum.
- Strong communication and organizational skills.
- Familiarity with United Methodist beliefs (UMC background a plus).
- Ability to collaborate with staff and volunteers.
- Proficiency with Microsoft Office, Google Workspace, Zoom, email, and social media.
- College degree preferred.

## **Key Responsibilities**

- Lead Sunday children's programs including Children's Moment and Kingdom Kids
- Build relationships with families and support faith milestones
- Recruit and support volunteers
- Co-lead Livin' It (Tween Ministry)
- Lead weekly chapel for All God's Children (AGC) Preschool
- Plan seasonal events including Vacation Bible School (VBS)
- Coordinate communication with families and ensure child safety policies are followed
- Supervise Nursery Staff and ensure adequate coverage on Sundays, and at other planned seasonal/special events

## **Schedule Snapshot**

Core commitments with flexible hours for planning and prep

- Sunday Worship – 8am-12:30pm (9 am and 11 am services; one service at 10am typically for Advent (December) and Summer (July/August))
  - Check-in with Nursery Assistants
  - Children's Moments (typically, 5 minutes) during both services
  - Kingdom Kids Sunday School during 11 am service (one service typically at 10am in July/August)
- Livin' It (Tween Ministry) — 2nd and 4th Fridays, 5:30–9:00pm
- AGC Preschool Chapel — Tuesdays, 9:00–10:15am (Aug–May)
- Staff Meeting — Wednesdays, 4–5pm
- Supervisor Meeting — 1 hour weekly, flexible

## **Seasonal**

- Vacation Bible School (typically, second week in July)
- Advent and Christmas programs
- Lent and Easter programs
- Long Range Worship Planning
- Other church-wide and community programs

## **To Apply**

Send your resume, statement of faith, and salary expectations to: [Jobs@FranconiaUMC.org](mailto:Jobs@FranconiaUMC.org)