

Associate Director of Children's Ministry (DCM)
Birth to 5th Grade

Reports To: Director of Family Ministry

Status: Part-Time (25 hrs)

Job Summary: As part of the Ooltewah UMC family ministry team the DCM will help develop, oversee and nurture ministries, volunteers, and outreach to serve children and their families from birth to 5th grade.

Essential Functions:

- Keeps, supports, and advances the Vision and Mission of Ooltewah UMC
- Recruits, equips, and nurtures small group leaders and Nursery Staff
- Oversees Wednesday evenings for K-5
- Oversees Nursery Staff
- Coordinates Route 45 Sunday nights and Mystery Trip
- Coordinates summer activity
- Coordinates Camp Ootie (OUMC Version of VBS)
- Runs children's social media platforms and be able to learn Planning Center (church database)
- Coordinates Sunday morning Sunday school
- Works with Director of Family Ministry (DFM) to plan Milestone Sundays
- Works with Director of Student Ministry to transition Tweens to youth
- Works with Family Ministry team to help coordinate churchwide Events

Minimum Qualifications:

- Growing relationship with Jesus and a love for children and students
- Knowledge of the United Methodist Church
- Must be able to pass a background check and pass Safe Gatherings
- Bachelor's Degree or minimum of 2 years of college or related work experience

Other Responsibilities:

- Attend weekly team meeting
- Will be expected to speak in front of congregation
- Required to attend church every Sunday
- Continuing Education

Core Competencies:

- Planning and Organizational skills
- Interpersonal Skills