



Position Title: Children and Family Ministries Director

Reports To: Senior Pastor

Status: 20 hours a week, Salaried

Job Summary

The Children and Family Ministries Director at Wellington Methodist Church provides overall leadership, vision, and coordination for the church's ministry to children and their families. As the primary overseer of children's ministry, this role ensures that all children's programs—including Sunday School, nursery, KCC, VBS, and special events—work together toward a unified and Christ-centered discipleship pathway.

This role also supports the church's adult discipleship ministries by resourcing adult Sunday School classes, small groups, and other adult formation opportunities as needed. The Director helps maintain alignment between children's and adult discipleship ministries, ensuring a cohesive spiritual formation strategy across generations.

The Director focuses heavily on building deep, caring relationships with children and their families, helping them grow in faith and find a spiritual home within the church. Collaboration with the KCC Director (Wednesday programming) and the VBS Director (summer) ensures that all ministries operate under a unified vision and shared goals.

Essential Responsibilities

Children & Family Ministry Leadership

- Serve as the primary leader and coordinator of all children's ministry efforts.
- Cultivate and communicate a unified, Wesleyan-rooted vision for children's spiritual formation.
- Build strong, ongoing relationships with children and their families to support their faith development.
- Equip parents and caregivers with practical tools and resources to nurture faith at home.

Program Oversight & Collaboration

- Oversee Sunday School, nursery care, Kids Crusader Club (KCC), Vacation Bible School, and other children's ministry events.
- Provide leadership guidance to the KCC Director and ensure Wednesday programming aligns with the broader ministry vision.

- Partner with the VBS Director to support planning, staffing, and curriculum alignment for summer programming.
- Ensure all children's ministry programs function cohesively, share common goals, and reflect the church's mission.
- Serve as the liaison between the church and Wee-Too Preschool, which operates in the church building; coordinate, recruit for, and run Wee-Too Board meetings together with the Preschool Director.
- Coordinate volunteers to lead Children's Time during worship on Sunday mornings.

Adult Discipleship & Formation

- Help oversee adult education and discipleship ministries in collaboration with the Senior Pastor and ministry teams.
- Resource adult Sunday School classes, small groups, and Bible study leaders as needed.
- Support the development of new adult discipleship opportunities, including short-term studies, workshops, or intergenerational ministry events.
- Foster alignment between children's, youth, and adult discipleship for a whole-church approach to spiritual formation.

Volunteer Recruitment & Support

- Recruit, train, equip, and encourage volunteers serving in children's and family ministries.
- Provide curriculum support, clear communication, and ongoing encouragement to volunteer teams.

Curriculum, Safety & Administration

- Select and manage curriculum and ministry resources for children's programs.
- Ensure safety and care for all children by implementing MinistrySafe policies and training.
- Oversee nursery staffing, scheduling, and caregiver training.
- Maintain communication through announcements, newsletters, website updates, and social media as appropriate.
- Attend staff meetings and collaborate with the Senior Pastor and ministry staff.
- Manage children's ministry budgets responsibly.

Professional Development

- Stay informed about best practices in children's, family, and intergenerational ministry.
- Participate in professional development opportunities with approval from the Senior Pastor.

Qualifications

- A personal and growing relationship with Jesus Christ.
- Alignment with the mission, values, and Wesleyan theological perspective of Wellington Methodist Church.
- Experience in children's, family, or adult discipleship leadership.
- Strong organizational, leadership, and communication skills.
- Ability to recruit, train, and support volunteers.
- MinistrySafe certification required prior to employment, with ongoing compliance.
- College degree preferred; theological or ministry training a plus.

Schedule & Compensation

- This is a half-time (20 hours/week) salaried position with an annual compensation of \$21,000.
- Benefits include Paid Time Off (PTO) and a 3% employer contribution to a retirement plan after one year of employment. Regular Sunday morning and Wednesday afternoon presence and attendance at weekly staff meetings are required.
- Some evening or weekend hours may be needed for special events or seasonal programming.

To Apply

Please submit your resume and a cover letter to Pastor Isaac Chua at Pastor@wellingtonmethodist.com