A blue heart with a cross and a flame

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Description automatically generatedOregon City United Methodist Church

**Children’s Ministries Director**

Part-time position

*Oregon City UMC is a Reconciling Congregation, inclusive and affirming to all persons*.  We are looking for a creative and enthusiastic person to work with school-aged children and their families. The **Children’s Ministries Director**, in collaboration with the Pastor and volunteers, is responsible to develop, organize, and expand faith-based classes and activities for the church’s children’s programs.

*Safe Sanctuaries* – Our church’s policy, through Safe Sanctuaries, is to protect children, youth, vulnerable adults in our care, and the staff and volunteers who work with them.

**Hours**: 10 hours per week to start

**Pay**: $15.45 per hour

**Requirements and Preferred Experience**:

* High School diploma or G.E.D.
* Experience with children and families.
* Experience with faith communities.
* Fair to excellent collaborative and organizational skills.

**Duties and Responsibilities**:

* Encourage kid and parent participation in Sunday school classes.
* Recruit teachers and other volunteers.
* Choose lessons and materials in-line with United Methodist values.
* Prepare classrooms and equip volunteers.
* Help organize and oversee Vacation Bible School and other kid’s and family events (Kid’s Night Out, Christmas Program, Easter Party).
* Stay engaged with children and their families.
* Connect with the Worship Design Team to promote children’s participation in worship (song, readings, prayers).
* Explore new children’s ministry ideas and reenergize established events.
* Coordinate with the nursery staff.

**Other Responsibilities and Considerations**:

* Be visible and involved in the life of the church.
* Have a friendly and professional attitude in all interactions.
* Submit articles and information for newsletters, bulletins, or website in a timely manner.
* Be a team builder, cooperate with, and assist volunteer workers.
* Respect and uphold confidentiality in all interactions.
* Respect the staff, leadership, and church members of the Oregon City UMC.
* Be an example of Christ-like love.
* Work within the Christian Education yearly budget.
* Manage the flexible schedule for best use of time.

If interested, email Pastor Tom Orquiza-Renardo at [ocumcpastor@gmail.com](mailto:ocumcpastor@gmail.com) or the church office at [office@oregoncityumc.com](mailto:office@oregoncityumc.com). You may also call the church at (503) 656-3433.