

# Children's Day Out Ministry Directory

First Methodist Church, Sweetwater, Texas

## *Job Description*

**Purpose/mission of CDO:** to extend the ministry of First Methodist Church by providing care, education and development for each child enrolled to his or her greatest potential.

**Accountable to:** Senior Pastor, CDO Board, Church Leadership Council

**Primary Function of Position:** Under the supervision of the Senior Pastor, the CDO Ministry Director has overall responsibility for ensuring that CDO is operated efficiently and safely, while providing a meaningful and supportive Christian environment among children and staff that reflects favorably on First Methodist Church, Sweetwater.

The Director maintains a close and highly responsive relationship to the needs of the Church, Pastor, and staff. In the absence of the Pastor, the Director has the authority to make administrative decisions in keeping with the policies of the Church, serving the Church by running the day-to-day operation of the ministry; supervising CDO staff members and volunteers; coordinating the scheduling and communication of the ministry; and providing for the primary duties listed below.

**Hours/Week and Salary:** 20-25 hours/week. Must be here during Preschool days 7:15am-5:15pm, staff meetings on Monday mornings, extra programmed days for staff development and school programs, summer hours are flexible; \$15,000 - \$19,000 yearly salary based on experience.

### **Position Qualifications:**

1. Commitment to Christ and the ministry of the Church.
2. Completion of basic high school degree required; bachelor's degree desired and education / childcare management courses or equivalent.
3. Certifications in CPR and First Aid (or able to get certified in timely manner). Must also become Ministry Safe certified prior to starting.
4. No criminal record or child-related offenses (annual background checks will be issued).
5. Has the ability to supervise up to 20 workers.
6. Has experience working with children and knowledge of early childhood development and education. Must be able to discipline, plan activities and show compassion for the children.
7. Must be able to teach Christian principles and conduct Christian activities for preschool children.
8. Preference given for FMC members.
9. Strong leadership, communication, and organizational skills.

10. Commitment to maintain confidentiality regarding giving records and other sensitive information.
11. Commitment to promoting and maintaining unity and a positive, community-oriented atmosphere in the CDO ministry staff team.
12. Significant interpersonal skills.

**Primary Duties:**

1. Be an active participant in the ministries of FMC Sweetwater on Sunday mornings.
2. Hire, train, supervise, and evaluate part-time teachers, providing professional development and conducting staff 'training days.'
3. Supervising CDO teachers to include scheduling, distributing pay checks, defining expectations to the teachers with regards to the church's statement of policy and philosophy on Childcare, and communicating staff needs to the appropriate committee.
4. Develop, implement, and oversee developmentally appropriate curriculum for each age group and ensure the teachers are meeting those expectations.
5. Coordinates with other church staff to plan activities (Senior Pastor, Children's Ministry Director, Youth Director, Custodian, etc.).
6. Preparing a written evaluation on each CDO teacher once a year.
7. Maintains enrollment, employment, and safety records.
8. Maintains financial records in conjunction with the Church Office Manager, and prepare funds received for deposit.
9. Keep up to date in current childcare developments and state guidelines, primarily through reading, professional seminars, workshops, etc. (20 hours per year).
10. Manage daily operations, ensure facility safety, maintain cleanliness, and work with the Church Office Manager for any maintenance or equipment needs.
11. Purchases all supplies needed for day-to-day operations and able to stay within the budget.
12. Serve as the main point of contact for parents, conduct tours, and build strong family partnerships.
13. Provides appropriate Christian activities suitable for age group.
14. Helps plan and organize all fundraising and advertising efforts for CDO.
15. Ensure website and social media platforms are maintained and used regularly.
16. Other:
  - a. Participates in continuing education as budget funds are available.
  - b. Fulfills other duties for the effective and efficient operation of First Methodist Church, Sweetwater, and the CDO Ministry as directed by the Senior Pastor and the Church Leadership Council.