**Interim Children’s Minister Needed**

Park Avenue United Methodist Church (PAUMC) is looking for an Interim Children’s Minister to manage our Children’s Ministry program for the 2016-2017 academic year (September through June 2017). Through this and other ministries at Park, we carry out our mission to disciple our Children to lay the foundation for sound lifelong spiritual formation. The Interim Children’s Minister position is a part time, 30 hour per week, salaried position. Duties include:

* + Developing, organizing and implementing volunteer worker leadership training.
	+ Communicating ministry needs to the larger PAUMC congregation.
	+ Developing and maintaining the Children’s Ministry practices and procedures manual and incorporating its principles into leadership training curriculum
	+ Serving as primary staff person on the Children’s Council.
	+ Working closely with the chair of the Children’s Council to lead monthly meetings and planning sessions.
	+ Ensuring that “Safe Sanctuaries” and “Protecting God’s Children” best practices are in place to protect children and youth in PAUMC programs.
	+ Planning, evaluating, and developing curricula, programs, milestones, and special events for
		- Early Childhood –Infants- 4years
		- Elementary – 4years – 5th Grade
	+ Developing consistent and effective means of communicating information, including vision, events, and ministry needs to children, youth, families, parents, leaders, and the larger PAUMC community.
	+ Serving as a member of the staff leadership team at PAUMC; attending staff meetings and NOW council meetings.
	+ Coordinating with Minister of Adult Education and Minister of Youth Ministries to ensure alignment between faith formation ministries.
	+ Coordinating connecting points between children and youth and other ministry areas (i.e. Worship, Adult Education, Membership, Youth, Administration, etc.)
	+ Participating in Children’s Ministry and Urban Ministry communities outside of the Park Avenue building (CEF etc.)

Resumes and cover letters can be sent to:

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Or emailed to

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