

Soapstone United Methodist Church

12837 Norwood Road, Raleigh, NC 27613

Position Title: Director of Children and Family Ministries

Reports To: Associate Pastor

Work Schedule: Part-Time | 15-20 hours per week

Position Overview

Soapstone UMC is a congregation of curious, engaged, affirming, and service-oriented disciples in northwest Raleigh, and our children's ministry is one of the most joyful expressions of who we are. The Director of Children and Family Ministries leads a vibrant ministry with children, from infancy through age 11, building the kinds of relationships that help the youngest among us experience the good news that they are known, loved, and called by God. This role is about more than programming: it's about accompanying children and their families on the journey of faith—through the wonder, the questions, and the ordinary days—helping them discover what it means to belong to God and to one another.

Duties & Responsibilities

Ministry Leadership & Vision

- Provide overall direction, vision, and evaluation for Christian education, including Sunday School, Preschool Chapel (twice weekly while in session), and special seasonal programs (e.g., Advent/Christmas, Lent/Easter, Vacation Bible School, other events).
- Serve as staff liaison to the Children's Council: attend meetings, create annual ministry plans, and implement new approaches to caring for children and families.
- Partner with the Children's Council to develop milestones of discipleship (Rites of Passage) for children, and create opportunities to experience and live into these milestones.
- Make ministry recommendations to the pastors, Children's Council, and Church Council, noting emerging needs and priorities for the future development of children's ministry.
- Cultivate a culture where children are active participants in their own faith formation—not just recipients of it—and where volunteers are equipped, celebrated, and genuinely partnered in the work of ministry.
- Tend your own spiritual life with intention, and bring that same care to the children, families, teachers, and volunteers you serve alongside.

Community Engagement

- Cultivate relationships with individuals, families, schools, and organizations in northwest Raleigh, listening well to their hopes and needs, and helping the congregation be genuine neighbors and a welcoming presence for the youngest in our community.
- Connect with the North Carolina Conference and other United Methodist churches to stay current with denominational resources, discipleship events, and partnership opportunities.

Administration & Compliance

- Attend weekly staff meetings.
- Purchase resources, curricula, educational materials and supplies.
- Provide closing evaluations and reports of major activities and programs to the pastors, Children's Council, and Church Council.
- Work with the Youth Director to ensure implementation of appropriate policies and procedures to maintain the safety of all participants, in full compliance with Safer Sanctuaries Policy

- Supervise the Nursery Coordinator, including compliance with Safer Sanctuaries Policy, validating timesheets, confirming nursery coverage, and serving as backup nursery worker as needed.
- Facilitate and maintain the relationship between Soapstone UMC and Soapstone Preschool.

Advisory & Support Relationships

- The Children's Council serves in an advisory role for program planning and evaluation.
- The Staff-Parish Relations Committee (SPRC) designates an official liaison to advocate for and support the Director.

Qualifications & Requirements

- Education: Four-year college degree preferred; coursework or degree in early childhood education is a plus.
- Experience: Meaningful experience in children's ministry or a related field required. We're looking for someone who genuinely loves children and families—the wonder, the energy, and the beautiful chaos of them—and has the gifts to build and sustain a healthy team around that love.
- Must complete Safer Sanctuaries training and background check prior to beginning employment.

To apply:

Please submit a resume and cover letter to hr@soapstoneumc.org.