

Duke Memorial United Methodist Church

POSITION TITLE: Parents' Morning Out Director

POSITION OVERVIEW

The Parents' Morning Out Director oversees the operations of the Parents' Morning Out (PMO) program.

EMPLOYMENT STATUS

Part time, 25 hours per week

Ministry Focus:

- Duke Memorial PMO program provides a safe, loving, and nurturing environment for childcare five mornings a week during the school year (September-May) and two to four weeks in the summer (weeks vary) from 9:15AM-12:45PM for children ages 8-months-old to 3-years-old.
- The PMO Director coordinates and oversees the PMO program as an outreach ministry of Duke Memorial United Methodist Church (DMUMC).

Responsibilities:

- Collects tuition and manages the budget, turning in collected monies to the DMUMC Financial Administrator
- Purchases supplies
- Hires and manages teaching staff and finds substitutes as needed
- Orients parents to the program
- Implements DMUMC's Safe Sanctuaries policy within the PMO Ministry, training all teachers and substitutes
- Assists the PMO Advisory Committee to set teacher salaries, calendar, proposed budget, and policies
- Processes PMO applications and maintains waiting list
- Organizes an annual PMO orientation event
- Facilitates the maintenance and upkeep of the rooms used for PMO

Other Responsibilities:

- Facilitates communication between PMO and DMUMC and seeks to strengthen connections between members of the congregation and PMO families and teachers
- Coordinates with the Director of Duke Memorial Weekday School on the use and maintenance of the playground and any other shared space

- Attends the monthly Duke Memorial Weekday School Board Meetings as a voting member.
- Attends the monthly Church Council meeting and Trustees Committee meeting as a non-voting member.

Committee Relationship:

- The PMO Advisory Committee, which includes the PMO Director as an ex-officio member, sets policies, recommends a budget for PMO, and makes changes to PMO Policies when necessary.
- Certain budget items should be processed in collaboration with the Finance and/or Trustees committees.
- Changes to PMO By-Laws are made by Church Council with recommendations by the Advisory Committee.

ACCOUNTABILITY

The Parents' Morning Out Director will:

- In collaboration with the PMO Advisory Committee and Minister of Spiritual Formation, set and share goals for ministry including targets for growth of the PMO program
- Be accountable to and evaluated by the Minister of Spiritual Formation in partnership with the PMO Advisory Committee on an annual basis

ABOUT DUKE MEMORIAL UMC

Duke Memorial United Methodist Church is a historic urban congregation in downtown Durham, NC.

Mission: Sharing the love of Christ from the heart of Durham

Welcome Statement: As our Lord Jesus Christ calls us to love and accept every person, Duke Memorial United Methodist Church welcomes into our life together those of every age, race, ethnic background, nationality, gender identity, sexual orientation, family or socioeconomic status, educational background, and physical or mental ability. In our commitment to the reconciliation of all persons as beloved children of God, we celebrate our diversity and recognize the sacred worth and dignity of all. We invite you to join us in our faith journey toward discipleship in Christ with mutual respect, understanding, and love.

Employee's Name (printed)

Employee's Signature and Date

Reviewed by Lead Pastor and SPRC Representative

Pastor's Name (printed)

Pastor's Signature and Date

SPRC Representative's Name (printed)

SPRC Representative's Signature and Date

Updated August 2024