



ST. JOHN'S

United Methodist Church

Director of Youth and Children's Ministries Job Description

Reports to: Lead Pastor

Supervises: Nursery Staff, Youth & Children's Ministry Volunteers/Interns

Status: Full Time, Salaried

Primary Role: To cultivate and nourish thriving discipleship ministries for the youth/teenagers, children, and younger families of our community, seeking to increase, both spiritually and numerically, our engagement with the next generation. Your role is to provide spiritual, relational, organizational, and administrative leadership of the Christian Education programs for children from infants through 12th grades, which includes the weekly Sunday School programs for children/youth, weekly Youth Group (6th-12th grades), oversee the nursery and newborn ministries, organize Children's Moments with the pastor, quarterly family ministry programs, and other special programming such as Vacation Bible School, Christmas programs, and other special events that may occur.

The Director shall seek to foster a strong education program through building relationships with teachers, students, parents/grandparents/guardians and church leaders that strengthen the students' commitment to the church and growth in faith in Jesus Christ.

Responsible to: Lead Pastor for day-to-day operations, Staff Parish Relations Committee for fulfilling responsibilities defined in the job description, defining goals, evaluation and communication of concerns related to the performance of the position.

Programmatic Duties and Responsibilities

The programs under the care Director of Youth and Children's Ministries

- **Lead, Oversee, and/or Direct a growing, thriving Youth Ministry (6th-12th grade)**
 - Recruit, empower, and equip lay servants to develop, lead, and assist in providing fun, high quality, spiritually deepening experiences in the following:
 - Weekly Youth Programming
 - Youth Small Groups (i.e. Sunday School)
 - Mission Trips, Retreats, Outings, Fundraising
 - Confirmation Program

- Plan and execute special events and outreach efforts, attracting new students and their families (both seasonal church-led community events AND youth driven student-only events)
 - Develop expansions of the current program to include separate and intentional ministry for High School and Middle School students, a possible mid-week option
 - Recruit and train youth to serve in leadership roles in worship, such as reader, usher, etc.
 - Cultivate and maintain positive ministerial relationships with students and their parents/grandparents/guardians that seek to strengthen teens and their families
 - Communicate effectively with families, students, and our community about the program and program events/changes (text, social media, website, etc.)
 - If/when able, recruit, hire, and train paid interns/assistants to ensure excellence and stability of leadership within the program
- **Lead, Oversee, and/or Direct a growing, thriving, Children's Ministry (birth-5th grade)**
 - Manage, recruit, hire, train, and evaluate all nursery staff, ensuring a nourishing and positive discipleship environment
 - Recruit, empower, and equip lay servants to develop, lead, and assist in providing fun, high quality, spiritually deepening experiences in the following
 - Weekly Sunday School
 - Worship engagement in the Prayground and Children's Moments
 - Summer Meet-Ups & Special Events
 - Work to expand Children's Ministry programs to offer separate and intentional ministry with Preschoolers, younger elementary, and older elementary students
 - Plan and execute special events/outreach attracting new students and their families (seasonal church-led community events AND children's only events)
 - Develop opportunities for 3rd-5th graders to experience camps, retreats, outings, etc.
 - Develop consistent ministry that celebrates the birth of new babies in our congregation
 - Recruit and train children to serve in leadership roles in worship, such as reader, acolyte, usher, etc.
 - Communicate effectively with families, students, and our community about the program and program events/changes (text, social media, website, etc.)

Other Essential Duties and Responsibilities

Additional responsibilities of the Director of Youth and Children's Ministries

- **Administration and Oversight**
 - Develop a Youth and Children's Ministries strategic plan that supports the mission and vision of St. John's UMC
 - Oversee and manage program budgets for youth, children's, and family ministries
 - Oversee the Children's Ministry Team and other ministry teams which may develop related to ministry with youth, children, and families
 - Participate in staff meetings, Church Council and Spiritual Formation Team meetings

- Communicate regularly about what is happening in Youth and Children’s ministries through newsletters, bulletins, the church calendar, and social media
 - If/when able, recruit, hire, and train paid interns/assistants to ensure excellence and stability of leadership within the programs
 - Other duties as assigned
- **Connectional Ministries and Networking**
 - Be out in the community and support the youth and children outside of church programs. Get to know them, show interest in their interests, know their families, pray for them, and be available, as needed
 - Nurture relationships with the entire congregation by supporting and participating in the ministries and missions of St. John’s, including The Shepherd’s Market Food Pantry
 - Seek out and plan opportunities for the children and youth to engage in the ministries of Opening Doors, which provides programs and services to families in the Gardere community and surrounding areas. (Opening Doors is non-profit organization formed in March 2001 by members of St. John’s United Methodist Church.)
 - Encourage participation in district and conference wide children’s and youth events
 - Participate with other churches and ministry professionals in the community as opportunities arise that fit within the church’s mission and vision
- **Training and Equipping**
 - Assure that children and youth are considered and included within the life of the church
 - Oversee and manage Safe Sanctuaries policy compliance (including church-wide trainings, background checks and proper training for volunteers/staff)
 - Offer support and educational opportunities for parents and other adults relating to personal and faith development in children and teenagers

Qualifications:

The Director of Youth and Children’s Ministries plays a major role in the faith development of all ages within the church, both as a leader and as an example.

- A solid understanding of the foundations of Christian faith and a vital relationship with Jesus Christ
- Spiritual maturity and high moral and ethical conduct
- A sense of calling by God and a strong desire to nurture youth, children, their families and volunteers in their faith
- Ability to relate to children and youth and an understanding of child and adolescent development and skill level
- Relational/personable; friendly and positive attitude
- Flexible/adaptable
- Strong organizational, teaching, administrative and technology skills
- Ability to recruit, train, organize and motivate volunteers for children’s and youth ministries

- Desire to encourage multi-generational discipleship and fellowship
- Teachable, servant's heart; team builder and team player
- Understanding and endorsement of United Methodist Wesleyan Theology and polity
- Strong written and verbal communication skills
- A degree or background in a relevant field of study

Working Conditions

The Director position requires flexible hours, including evenings, weekends, and periodic overnight trips. The position is full time and salaried. The actual numbers of hours required during any given week are those needed to fulfill the responsibilities of the position. It is recognized that the schedule may vary at different times of the year.

- Expectation is that the Director will work on Sundays as well as other specific times as agreed upon with the Lead Pastor. Actual hours and weekly schedule will be discussed and reviewed periodically with the Lead Pastor.
- Notify the Pastor and church office prior to any unforeseen absence from regularly scheduled hours, events or duties, and provide a suitable substitute in case of anticipated absence
- Vacation and continuing education must be approved in advance by the Lead Pastor
- Salary and performance will be reviewed by the Staff Parish Relations Committee on an annual basis.

Terms of Employment

- A Criminal Background check and Safe Sanctuaries training will be required
- Upon employment, the first three months are considered probationary
- References - Professional and Personal
- Valid Driver's License
- Proof of COVID-19 vaccination
- Salary commensurate with experience