

Job Description for Children and Youth Ministry Director

Chestnut Street United Methodist Church of Lumberton, NC

Ministry Purpose: Develop and provide spiritual, relational, organizational, and administrative leadership, oversee, and work with the Christian Education Program for Children and Youth, to include the weekly Sunday School program for children/youth, Children's Church, Wednesday night activities, and other special programming such as Vacation Bible School, and Christmas programs. The Children and Youth Ministry Director shall seek to foster a strong education program through building relationships with teachers, students, parents, and church leaders that strengthen the students' commitment to the church and growth in faith in Jesus Christ. To introduce, instruct, and nurture children and youth in their Christian faith and in life, through Bible study, prayer, fellowship, worship, service, and evangelism.

Responsible to: 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.

Responsibilities:

1. Implement Christian Education program for Children and Youth using Safe Sanctuary principals and guidelines
2. Lead the youth in stimulating weekly programs as well as overseeing the children's ministry
3. Coordinate, promote, implement, and further develop a quality Christian Education for Children and Youth to include Sunday School, after-school and week night activities including Children in the following areas: Children Sunday School, Wednesday night activities, VBS and Seasonal/special events, and Youth in the following areas: Youth Sunday School, Youth Church, Wednesday night activities, VBS and Seasonal/special events
4. Work with the Children's Council Leader and Youth Council Leader to recruit, train, and supervise teachers, leaders, and other required volunteers to meet the education program requirements of the church, and assist in the classroom on a rotating schedule
5. Develop children and youth in their Christian spiritual and social development by instruction and training children and youth to understand and implement the Bible into their lives
6. Communicate educational program news frequently with the Pastor and the congregation
7. Develop a Children and Youth Ministry strategic plan that supports the mission and vision of CSUMC
8. Participate in the preparation and development of the budget for the Children and Youth Ministry
9. Communicate and publish all activities through newsletters, bulletins, church calendar, and social media as needed
10. Actively recruit children, youth, and young families through church supported activities and programs in the community

11. Responsible for assuring that children and youth are considered and included within the life of the Church
12. Participate with other Christian ministry professionals in the community as opportunities arise that fit within the church's purpose and ministry vision
13. Encourage and coordinate outreach opportunities and summer programs for Children and Youth as appropriate

Qualifications:

The Children and Youth Ministry Director plays a major role in the faith development of all ages within the church, both as a leader and as an example. CSUMC seeks a person who has a solid understanding of the foundations of Christian faith, and who has a strong desire to nurture children and youth in the Christian faith. The person will be familiar with or willing to learn the United Methodist Church doctrine/discipline. We seek a person who generates new ideas and programs, who also values the team concept of ministry, and accepts suggestions from the Children's Council leader and the Youth leader.

- At least a high school diploma; college recommended, but not required
- Spiritual maturity and high moral and ethical conduct
- A sense of call and a **passion** for working with children and youth and team members – able to inspire
- Friendly, enthusiastic, and flexible team approach while working with children, youth, parents, staff members
- Good organizational, teaching, administration and computer/technology skills
- An understanding of child and adolescent development and skill level
- Ability to relate to children and youth and be able to teach them about Christ
- Strong written and verbal communication skills
- Vital relationship with Jesus Christ
- Ability to recruit, train, organize and motivate volunteers for children's and youth ministries
- Desire to encourage multi-generational fellowship
- Spiritual gifts including but not limited to leadership, administration, and teaching
- Teachable, servant's heart; team builder, and team player
- Shares the vision, philosophy/theology of ministry, and commitments of CSUMC
- Be in relationship with youth, children, and their families. Seek out and meet with youth and children, sharing their joys and concerns, and challenging their spiritual growth. Minister to their needs and make appropriate care referrals when necessary

Working Conditions:

The Children and Youth Ministry Director position requires flexible hours, including evenings and weekends. 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 director will work on Sundays as well as other specific times as agreed upon with Pastor and SPRC. This would be a 40-hour work week.

It is expected that the chosen candidate will:

- Keep the church office and the Pastor informed as to how he/she may be contacted
- Notify the Children's Council Director and Youth Director prior to any unforeseen absence from regularly scheduled hours, events or duties, and provide a suitable substitute in case of anticipated absence
- Adhere to hours and schedule discussed and agreed upon with the Pastor and Staff Parish Relations Committee
- Seek continuing education (post probationary period) with approval by SPRC and Pastor
- Participate in opportunities for periodic review and goal setting
- Participate in opportunities for pay level review, annually
- Contact SPRC members with any concerns that should arise

Terms of Employment

A Criminal Background and Safe Sanctuary background check will be required

References-Professional and Personal

Valid Driver's License

Salary commensurate with experience and education

Probationary period of 90 days

Interested Candidates

Send a letter of interest, a resume and 2 reference letter addressed to the SPRC to:

SPRC-Children and Youth Director Search

ATTN: Kathy Smith

Chestnut Street United Methodist Church

200 East Eight Street

Lumberton, NC 28358

Or email: smithk.jjj3@yahoo.com

Subject Line: SPRC-Children and Youth Director Search