**Ministry Description**

**Position:** Director of Children’s, Youth and Family Ministries – FT, salaried with benefits

**Supervisor:** Pastor

**Date:** May 3, 2019

**Purpose:** The Director of Children’s, Youth and Family Ministries will design and direct discipleship ministry for persons ages birth through young adulthood. This spiritual formation ministry includes what has typically been called Christian Education, but places greater emphasis on living a life of discipleship than simply teaching Christian concepts and biblical stories. The Director of Children’s, Youth and Family Ministries will develop and grow creative, vibrant and meaningful ministry opportunities for children, youth and families that honors God by making faithful disciples of Jesus Christ for the transformation of the world

**Qualifications:**

* Bachelor’s degree
* Displays a love for and belief in Jesus Christ
* Demonstrates success in growing children’s and youth ministries and involving adults in ministry with children and youth
* Exhibits a passion for children’s and youth faith development
* Considers this position a ministry calling and not a job
* Possesses strong organizational and communication skills, as well as the ability to exercise vision, creativity and initiative
* Highly motivated and self-directed team player who loves and enjoys working with people of all ages
* United Methodist background is not required, but must be supportive of the standards, theology and policy of Community United Methodist Church, as well as the larger United Methodist Church

**Responsibilities:**

* Fostering safe, inviting and engaging ministry environments for children, youth and adults year-round on Sunday mornings, Wednesday nights and other times when programming and/or ministry occurs while:
  + Recruiting, training, equipping, empowering, nurturing and expressing appreciation for those who teach and/or lead others in discipleship formation, all of whom will follow Safe Sanctuaries policies.
  + Evaluating and selecting curriculum that promotes key values such as biblical literacy, community, mission, evangelism, inclusivity, outreach, service and love/care of God and neighbor.
  + Overseeing the coordination of small group ministry, Sunday school, Wednesday night programming, Vacation Bible School (VBS), the youth mission trip and other discipleship opportunities that arise.
  + Welcoming, following up with, connecting and resourcing families new to or already affiliated with CUMC.
* Coordinating outreach opportunities for people of all ages that follow the Triad approach and strive to increase discipleship in ways that include but are not limited to:
  + Fun outings, projects, or offerings (all-church, specific to life stage, etc.)
  + Promoting United Methodist opportunities, mission and church camps
* Engaging children, youth and families in service to God and neighbor within the church, the larger community and beyond, in ways that include but are not limited to:
  + Coordinating and leading the annual youth mission trip (along with the execution of one major fundraising event for the mission trip per year)
* Preparing weekly Children’s Time messages for children and creating/updating/maintaining intentional practices and tools for children to use that enable them to engage wholeheartedly in worship
* Supervising the paid Nursery Attendant; coordinating and scheduling nursery attendants and/or volunteers for church events and worship services; and overseeing the nursery environment, supplies and curriculum, when applicable.
* Advocating for children and youth so as to encourage spiritual growth at home and in the life of the church.
* Regularly meeting, brainstorming and planning with ministry teams specific to children’s, youth and family ministries.
* Participating in weekly staff meetings and check-ins with the pastor.
* Maintaining ministry files and all documentation pertaining to all children, youth and the volunteers who work with them.
* Advertising, communicating and promoting children, youth and family ministry offerings to the congregation and larger community through a variety of mediums including social media.
* Preparing and following an annual budget for Children, Youth and Family Ministries, along with maintaining and ordering supplies and equipment for ministry use.
* Adhering to the policies and procedures outlined in the church’s Employee Handbook and publicly support the pastor, staff and mission of the church.
* Fulfilling additional duties as assigned.

**Desired Outcomes:**

* Ongoing numeric and programmatic growth of children, youth, families and adult volunteers in ministry.
* Creation and implementation of an intentional discipleship pathway; the pathway would have as its goal greater spiritual maturity and more in-depth involvement in mission.
* Increased numbers of CUMC attendees engaged in active discipleship.
* Implementation of Faith Stepping Stones into children’s faith development.
* Multiplication of ministry opportunities and subsequent participation fostering accountability, discipleship, outreach, relational care, and mission.