

Title: Director of Children's, Youth, and Family Ministries

Purpose of job:

The Director of Children's, Youth, and Family ministries shall create a loving, Christian education environment for children from infancy through 12th grade and their families.

Responsibilities:

-Promote, participate in, and supervise all areas of children, youth, and family ministry.

-Oversee all youth and children's programs such as:

Easter Egg Hunt

Relay for Christ

Fall Festival

Breakfast in Bethlehem

Youth fundraisers, such as Valentine Dinner and BBQ sales

Retreats, such as Fire & Ice and Warmth in Winter

Summer mission trip

District camp

Other ministries that may emerge

-Initiate, coordinate, provide resources, recruit volunteers, and supervise special programs throughout the year

for children and youth, including:

Vacation Bible School

Wednesday Night Classes

Bibles to Third Graders

-Duties include

Prepare annual Children's and Youth Ministry budget and manage expenses as adopted by church budget for

children's and youth ministries.

Promote and work with volunteer and paid staff to give oversight to all areas of children's, youth, and family

discipleship ministries.

Work closely with relevant ministry teams

Attend staff meetings and report on activities

Oversee youth and adult planning meetings

Initiate coordination and promote participation on programs like Vacation Bible School, Fall Retreats, youth

Sunday, etc.

Supervise children's and youth volunteers, conveying to them the philosophy, rules, and other regulations of

youth and family programs. Ensure youth volunteers adhere to said rules and create an annual training plan

for leaders and volunteers

Effectively communicate the activities of the ministry with parents and youth volunteers through newsletter,

web site, social media, and other venues about ministries to assure strong communication between church

and home.

Maintain an understanding of current trends in children's, youth, and family ministry and participate in educational opportunities for personal and professional growth

Develop age-specific ministry goals and provide strategies and programs to accomplish the goals

Assist in worship when requested by the Pastor

-Job Qualifications:

Strong Christian faith with a genuine love for children and youth and a dynamic and enthusiastic attitude about

being with children and youth

Demonstrated understanding of United Methodist beliefs, doctrines, traditions, and social principles of the

church, exemplifying Christian character through a life of prayer, spiritual discipline, and leadership in the life

of the church

Maintain high standards of honesty and integrity

Skills and abilities in developing and leading opportunities for spiritual growth

Experience in teaching or Christian education

Strong management skills (planning, organizing, staffing, leading or directing)

Flexibility to meet a variety of changing events and schedules

Demonstrated awareness of modern culture, social trends, and how they relate to a child's and youth's faith

journey

Proven ability to work with various types of people and collaborate with all levels of staff members

Seek to grow and mature as a vital follower of Jesus and as a Christian leader

-Education/Licensure/Certification

Prefer a minimum of 2-3 years of related youth experience.

Prefer youth experience in a church related environment but will consider related field.

Associates or college degree or better in child care, education, religion, youth ministry, or similar related field

preferred.

Participation in continuing education opportunities is expected in consultation with the Pastor

Valid Driver's License

While this is a full-time position, we offer flexible hours that allow the right candidate to continue to work towards their degree, a Master's. Salary is dependent upon applicable experience and qualifications. Please submit resumes to:

sandra.phelps@smyrnafirstumc.org