

Job Description for Children and Youth Ministry Director

Wesley United Methodist Church
Dover, DE

Job Description for Children and Youth Ministry Director (CYM)

Ministry Purpose: Your role is to develop and provide spiritual, relational, organizational and administrative leadership, and to oversee and work with the Christian Education Program for Children and Youth. This includes the weekly Sunday School program for children and youth, Children's Church, and special programming such as Vacation Bible School (VBS) and Christmas programs.

The CYM Director shall seek to foster a strong education program that strengthens the students' commitment to the church and encourages growth in their faith in Jesus Christ. The CYM Director will introduce, instruct, and nurture children and youth in their Christian faith through Bible study, prayer, fellowship, worship, service and evangelism. They will also build relationships with teachers, students, parents and church leaders.

Responsible To: The Pastor for day-to-day operations, and to the Staff Parish Relations Committee (SPRC) for fulfilling responsibilities defined in the job description. This includes defining goals, progress evaluation, and communication of concerns related to performance of the position.

Responsibilities:

1. Implement Christian Education program for children and youth using Safe Sanctuary principles and guidelines
2. Primarily 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 including Sunday School and after-school/weeknight/weekend activities
 - a. For children this will include: Children's Sunday School, VBS, and seasonal/special events
 - b. For youth, this will include: Youth Sunday School, Youth Group, VBS, and seasonal/special events
4. Work with the Wesley Preschool director to develop an ongoing relationship with students, staff and families, and work to connect them to church activities and services
5. Foster children and youth in their Christian spiritual and social development by instructing and training youth to understand the Bible and incorporate its teachings into their lives
6. Personally communicate educational program news regularly with the Pastor and the congregation
7. Develop a Children and Youth Ministry strategic plan that supports the mission and vision of Wesley United Methodist Church
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 programs and events in the community
11. Develop a working relationship with the Christian Education Committee. Attend committee meetings as necessary
12. Participate with other Christian ministry professionals in the community as opportunities arise that align with the church's ministry and mission vision
13. Encourage and coordinate outreach opportunities and summer programs for children and youth as appropriate
14. Attend weekly staff meetings. Attend and report to the Church Council the status of the children and youth programs. Attend other committee meetings when requested as a liaison for the children and youth programs.
15. Seek out opportunities for self-improvement through continuing education and networking with peers

Qualifications:

The CYM Director plays a major role in the faith development of all ages within the church, both as a leader and as an example. Wesley UMC seeks a person who has a solid understanding of the foundations of Christianity, and who has a strong desire to nurture children and youth in the Christian faith. This person will be familiar with or willing to learn the United Methodist Church doctrine/discipline. We seek someone who generates new ideas and programs and values the team concept of ministry.

- An understanding of child and adolescent development and skill level
- The ability to relate to children and youth and to teach them about Christ
- A degree or background in a relevant field of study
- Spiritual maturity and high moral and ethical conduct
- A sense of calling, and a passion for working with and inspiring children and youth
- A friendly, enthusiastic and flexible team approach
- Organizational, teaching and administrative competency
- Strong computer/technology skills
- Strong written and verbal communication skills
- A 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
- Share the vision, philosophy of ministry, and the commitments of Wesley United Methodist Church

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 number of hours required during any given week are those needed to fulfill the responsibilities of the position. The schedule may vary at different times of the year. The expectation is that the CYM Director will work on Sundays as well as other specific times as agreed upon with the senior Pastor and the SPRC.

The chosen candidate will:

- Keep the church office and the Pastor informed as to how he/she may be contacted
- Adhere to the work hours and schedule as discussed and agreed upon with the Pastor and Staff Parish Relations Committee (SPRC)
- Comply with the policies and procedures set forth in the Wesley UMC Church Staff Policy Manual
- Notify the church office prior to any unforeseen absence from scheduled work hours, events or duties
- Provide a suitable substitute in the case of anticipated absence
- Obtain approval for any desired continuing education from the Pastor and the SPRC
- Participate in periodic performance reviews and goal-setting
- Contact SPRC members with any concerns that should arise

Terms of Employment

- A criminal background check and a Safe Sanctuary background check
 - References – Professional and Personal
 - Valid Driver's License
 - Salary commensurate with experience
 - 90-day probationary period
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Interested Candidates email or send a letter of interest and a resume to:

Wesley United Methodist Church
Attn: SPRC Chairman
209 South State Street
Dover, DE 19901

staff-parish-chair@wesleyumc-dover.com