



3966 Old Bridge Road • Woodbridge, Virginia 22192

[www.oldbridgechurch.org](http://www.oldbridgechurch.org)

**ADVANCED POSTING**

April 1, 2019

**ADMINISTRATIVE:**

Newly Created Position  
Salary range: \$30,000-\$40,000 annually  
Dedicated budget  
Continuing Education benefits available  
Reports to Executive Director

**STATEMENT OF PURPOSE**

Old Bridge Church (OBUMC) is a dedicated community of 200-300 active members that aim to be continually *transformed by the love of Christ* by *serving Christ, loving neighbors, inviting people, and building community*. OBUMC is a congregation that includes dynamic pastoral leadership, is a leader in mission and outreach ministries, has strong Adult small groups, is highly active in spiritual formation groups (e.g. Walk to Emmaus and Chrysalis), BSA Scouts, AWANA, Preschool and much more. In a recent evaluation and update of the mission and vision of the church its ministries and communities served, the goal of developing greater continuity of program ministries, particularly for critical development ages was strongly affirmed. To that end the purpose of forming a position for Director of Children and Youth Ministries is to provide a unified vision, provide guidance, direction, and cheerleading toward rallying around a clearly established vision and strategic plan to and for the hands-on Children and Youth program leaders and volunteers called to execute that vision.

**POSITION DESCRIPTION**

Old Bridge Church (OBUMC) is seeking a Director of Children and Youth Ministries (C&Y Director) whose mission it will be to develop and encourage the social and spiritual growth of children and youth (0-18 yrs.) by providing guidance and opportunities to explore their beliefs in Godly relationship and in Christian Community. The C&Y Director will be responsible for the overall vision, management, and growth of OBUMC Children and Youth programs and ministries through a working partnership with Young Adult, Family, Adult and Aging Adult ministry leaders toward the creation, development, execution, and progressive update of a unified Christian Discipleship model (cradle-to-grave) specific to the OBUMC environment and surrounding communities. The C&Y Director will be responsible for recruiting, training, and supervising Children and Youth Ministry volunteers to ensure healthy partnerships with students, parents, and ministry leaders to maintain a safe and nurturing environment for spiritual education, community, fellowship, fun, and excitement. The ideal candidate will be engaging, passionate, detail-oriented, resourceful, and will possess the education and leadership experience necessary to develop, implement, and oversee a strategic plan toward inspiring and enabling the next generation of Christian believers.

**ESSENTIAL FUNCTIONS**

The Director of Children and Youth Ministries holds the following managerial and ministerial duties and responsibilities:

**Management**

- Responsible for programs, and continuity among programs, that provide and supply foundational elements (e.g. family, community, biblical literacy, critical engagement) for children and youth to be launched into young adulthood and along a lifelong spiritual journey of Christian discipleship.
- Responsible for creating and maintaining an environment for children, youth, and Adult leaders which encourages Godly hospitality within the ministry and in students' lives and moves them along the paths of developing faith, ministry, and outreach.
- Specific ministry programs include directing Confirmation, Youth Sunday, Sunday School, special events, fundraisers, mission trips, service projects, Children's Church, and summer programming.
- Oversight and implementation of Summer Mission Projects for youth and children's ministries.
- Serving on the Intentional Discipleship team for the creation and execution church wide events that are specifically intergenerational.
- Participate in administrative and ministry related staff meetings.
- Provide leadership, organization, training, encouragement and appreciation to Children and Youth leaders and volunteers.
- Coordinate with OBUMC Preschool Director and staff toward continuity among vision(s) and programs.
- Ensure that approved, responsible adult volunteers are in compliance with the Child Protection Policy guidelines and that all student ministry activities are adequately supervised.
- Compliance with the Child Protection Policy may also include serving as a representative to the Board of Directors.
- Create and manage the budget for Children and Youth Ministry programs and mission project in a way that is fiscally responsible and exemplifies good stewardship.

### **Ministry**

- Direct and/or lead ministries which provide opportunities for fellowship, worship, prayer, discipleship, leadership, missions, service, and evangelism ultimately ensuring the programs are in line Mission and Vision of OBUMC and are bearing fruit in the spiritual development of the Children and Youth.
- Identify and engage those students who are disengaged and key in additional care and opportunities for success as appropriate.
- Encourage volunteers, parents, students and the congregation to dedicate themselves to growing, encouraging one another, and participating in the lives of the OBUMC children, youth, and the local community through their time, gifts, talents, and energies.
- Responsible for the recruiting, training, as well as the overall support and accountability of adequate adult volunteers empowering them to share in the ministry to children and youth.
- Seek out and develop leadership in adult volunteers, and youth leaders.
- Collaborate particularly with pastors, executive director, Preschool director, and college and young adult ministry leader(s) to implement transitions for rising between programs and ministries.
- Provide resources for parents to and children support them in their faith journeys. Collaborate with children and youth volunteers to provide mentoring and support, as needed.

### **NECESSARY CHARACTERISTICS, QUALIFICATIONS, AND EXPERIENCE**

- Bachelor's degree or comparable certifications and work experience required; Master's Degree in related field is preferred.
- Five to ten years of relevant experience in youth ministry.
- An intrinsic faith in Jesus Christ, sound Biblical knowledge, and intentional spiritual growth practices lived out in daily life and in serving the church.

- Passion to meet with students both currently at OBUMC and those not yet served by that community in their faith journey.
- Enthusiastically affirm and be guided by the values, vision, and mission of OBUMC.
- Possess working knowledge of the stages of child and faith development.
- Managerial and organizational skills, including attention to detail.
- Basic proficiency of Microsoft Office, including Word, Excel, PowerPoint, and Outlook. Database experience a plus.
- Ability to recruit, screen, train and supervise volunteers and direct reports.
- Strong communication, teaching and public speaking skills to include occasional preaching.
- Able to work during core office hours as defined by Executive Director.
- Able to pass a background check and provide verifiable character and employment references.
- Able to follow and implement OBUMC's Child Protection Policies and Procedures effectively.
- Actively seeks professional growth opportunities and participation in continuing education in a related field.
- Counseling skills a plus.
- Possess a good driving record that will allow coverage under OBUMC insurance.

### **WORKING CONDITIONS**

This position may require lifting of objects that exceed 25 pounds, with frequent lifting and/or carrying of objects weighing up to 10 pounds. Other physical demands may be required are as follows:

- Pushing and or pulling
- Climbing
- Stooping
- Reaching
- Talking
- Hearing
- Seeing

The incumbent must be able to perform a variety of duties often changing from one task to another of a different nature without loss of efficiency or composure. Must be able to interact with people from various backgrounds. Being an extrovert is a plus. Ability to adapt, perform informal evaluations and make decisions based on sensory or judgmental criteria.

This is a full-time salaried position with varied hours (evenings and weekends) to support the various missions and functions of the church. During certain times of the year (Christmas, Easter, Charge Conference, etc.), the position may require extended hours.

Paid Holidays include New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Veteran's Day, Columbus Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, and Christmas Eve/Good Friday as ½ days not to impact scheduled church operations.

A performance evaluation will be conducted annually.

Applicants should send resume and cover letter to [jobs@oldbridgechurch.org](mailto:jobs@oldbridgechurch.org)