



418 W. Touhy Ave.
Park Ridge, IL 60068

(847) 825-3144
office@parkridgeumc.org
www.parkridgeumc.org

Job Description Director of Children, Youth, and Family Ministries (DCYFM)

Our Mission Statement:

We are a Christian community spreading God's love and welcoming all, offering spiritual growth and opportunities for compassionate service.

Our Welcoming Statement:

At First UMC Park Ridge we see all persons as created in the image of God and bearing sacred worth and dignity. We invite all persons to participate fully in the life of our church regardless of age, race, ethnic background, sexual orientation, gender identity, physical or mental condition, marital status, family situation, or economic standing.

Job Summary/Purpose: The Director of Children, Youth, and Family Ministries (DCYFM) is responsible for the development and oversight of the church's ministries of faith formation for nursery-aged children through high school students and families.

Hours: Salaried, half-time, non-exempt position. Includes Sunday programs.

Expectations of Hours: The number of working hours per week is variable. Some weeks will require greater than half-time work (e.g. for occasional retreats, mission trips, etc.). Some hours will be spent working outside the church's weekday business hours (e.g. weekends, evenings, Holy Week, etc.) Some hours will be spent during church business hours (e.g. for staff meetings, worship services and Sunday school, planning, etc).

Remote Work: Majority of hours are expected to be completed at the church; an agreed upon number of duties may be permitted for remote work.

Compensation: \$30,000

Duties and Responsibilities:

- I. Coordinate Children and Youth Ministries to include:
 - A. Selection of curriculum
 - B. Recruitment of volunteer teachers and Youth Group helpers
 - C. Planning, scheduling, and promoting of events
- II. Coordinate intergenerational family activities, including "Family Fun Nights" 6-8 time a year.
- III. Coordinate infant/toddler childcare, recruit nursery care volunteers, and supervise Nursery Care Coordinator.
- IV. Offer children's messages (or recruit youth and adults) as needed for worship.
- V. Coordination of logistics related to Children's Choir; conducting is led by the Director of Music.
- VI. Administration:
 - A. Develop and manage communication channels: mail, email, text, website, social media, etc...
 - B. Manage and monitor children and youth attendance/involvement in all church-related ministries and events.
 - C. Oversee program budget.
 - D. Calendaring of events and creation of promotional materials.



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Skills:

- I. Faith
 - A. Strong personal faith and growing relationship with God, and must model a Christ-centered life.
 - B. Possess a sense of mission and purpose in fulfilling this position.
- II. Relationships
 - A. Caring, outgoing, and dynamic personality.
 - B. Experience in establishing strong relationships with children, youth, and their parents.
 - C. Must be able to maintain confidentiality regarding sensitive matters of children, youth, families and individuals (except where it is necessary to ensure the wellbeing and safety of those involved).
 - D. Must be affirming of LGBTQIA+ students and sensitive to their concerns, using preferred pronouns and language; must promote an environment of diversity and inclusion for all students.
- III. Teaching and Faith Formation
 - A. Able to respect and implement various modalities of learning and multi-intelligences of children and youth (i.e. incorporation of arts, music, crafts, performance).
 - B. Ability to move beyond a classroom-based model; especially for youth ministry.
 - C. Good communicator and team builder.
- IV. Planning and Administration
 - A. Possess the ability to organize and prioritize work.
 - B. Able to self-monitor, initiate, and provide feedback for goal-setting and job development.
 - C. Strong computer skills, including simple graphics design for creating event ads and simple video-editing skills.

Minimum Qualifications:

- I. Must be 21 years or older.
- II. Bachelor's degree (B.A.) preferred with particular emphasis in education; seminary degree is not required, but is welcome.
- III. Layperson, certified, consecrated, or ordained person in the United Methodist denomination or other mainline Protestant denomination.
- IV. Will submit to six-month review approximate to the day of hiring.
- V. Owns a car and can drive youth (9 years and up) to and from events. Must submit proof of auto insurance renewal every six months.
- VI. Physically able to perform duties.

Relationships:

Reports to the Pastor. Hired by the Staff-Parish Relations Committee (SPRC).

Letter of interest, resume, and references may be sent to Pastor Scott Himel: sshimel123@gmail.com.
No phone calls, please.