

## GRACE UNITED METHODIST CHURCH

Job Title: Director of Children and Youth Ministries

Reports to: Senior Pastor

Position Status: Part time, approximately 15 hours per week

Hours: Flexible schedule but must include Sunday and other family-oriented worship services such as Christmas Eve.

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The Director of Children and Youth Ministries shall give direction to the entire educational ministry for children and youth ages 0-18. Grace UMC seeks to nurture the spiritual growth of all children and youth to become lifelong Christian Disciples who know and practice Christian traditions and apply faith to their everyday lives. The Director is expected to create a safe space for discussions about church doctrine, the Bible, spirituality and how it relates to children and youth and “their world.”

### **Primary Responsibilities:**

#### **Sunday School**

Work with the Senior Pastor and an education team of 2-3 people under “Grow Ministry” to develop a unified educational program of Christian study and fellowship.

- As Director of Children and Youth Ministries and Lead Teacher, support, resource, and encourage volunteer teachers.
- Recommend curriculum from United Methodist resources. Curriculum and lesson plans should be coordinated with Senior Pastor and follow church calendar, themes, or the lectionary.
- Order curriculum and supplies.
- Help Recruit and train volunteers.

#### **Youth Ministry**

Work with Senior Pastor and the education team to develop fellowship, mission, and education programs for junior and senior high youth, coordinating with church themes and calendar.

- Plan and lead periodic youth events with support from education team.
- Incorporate, plan, and lead mission activities with support from education team.
- Be open to working with other church youth groups in Lake Bluff and surrounding areas on community events and mission efforts.
- Assist Senior Pastor with Confirmation activities as time permits.

#### **Worship**

- Prepare and deliver Sunday’s Children’s message, coordinating with church themes and calendar.
- Help Recruit volunteers to prepare and maintain worship bags for children.
- Work with Drama team on special programs as time permits.

#### **Summer Programming**

Plan and organize summer Sunday School, VBS and/or other summer programming in conjunction with the education team.

### **Communications and Witness**

Promote programs for children, youth and families, and resource parents and volunteers using print and online resources, continually leveraging new technology to communicate effectively.

- Communicate regularly with parents about upcoming children's and youth events.
- Maintain Attendance Records.
- Utilize church social media pages and groups to communicate about children's and youth programs and in collaboration with the Pastor and staff.
- Provide information to the office manager pertinent to children, youth, and families for use in the electronic slideshow in lobby area.

### **Safe Sanctuary Policy**

- Work with Staff-Parish Relations Committee to review Safe Sanctuary Policy annually.
- Ensure Safe Sanctuary policy is being met at all church events involving children and youth.
- Help Train teachers and volunteers in Safe Sanctuary Policy at least once per year.
- With help from SPRC, review Sex Offender Database for Lake Bluff and surrounding area every six months.
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### **Secondary Responsibilities:**

#### **Community, Professional and Denominational Responsibilities**

- Develop an ongoing program for personal and professional study and growth offered by the United Methodist Church. This may include active membership in UMC Faith Formation Fellowship and other related professional groups.

### **Desired Education and Experience:**

- God is central in your life and you are able to communicate your faith with others.
- Understanding of child/adolescent development but also know how to include individual differences.
- Experience teaching Sunday School.
- Deep concern for mission. Provide spiritual/social guidance about being a good neighbor.
- Good organizational and communication skills.
- Ability to relate to people of all ages: children, youth, and adults.
- Bachelor's degree in education preferred, working toward a degree in Education-related field, or experience commensurate with a degree.

### **Requirements:**

This job requires an average of 15 hours per week, some of which may be done at home. Attend and report to staff meetings, education team meetings, and Church Council Meetings. Communicate and collaborate with area UMC children and youth ministry leaders.