

Bay United Methodist Church
Director of Children's and Youth Ministries

Title of Position: Director of Children's and Youth Ministries
Directly Accountable to: Pastor and Christian Education Committee
Indirectly Accountable to: Staff Parish Relations Committee

Position Requirements:

- Preference for a relevant degree or certification training through a Methodist Theological School, or similar provider.
- Previous experience leading a faith-based education program serving children, youth, and young adults.
- Successful completion of Safe Sanctuary screening.
- Experience with children / youth / young adult faith development and evidence of teaching skills in an age-appropriate context.
- Strong organizational and communications skills with church leadership, other ministerial staff, teachers, parents, children and youth. Ability to relate to and inspire program participants and families.
- Proficiency in communications via current technology, website, and social media platforms as appropriate.
- Ability to recruit, train, and encourage teachers, volunteers, and parents.
- Ability to work evenings and weekends.

Objectives:

1. To develop and provide spiritual, organizational, and administrative leadership for the children's and youth education programs.
2. To develop and coordinate the Christian education programs and provide resources for all children and youth (nursery care, grades K-12, and recent graduates).
3. To develop and nurture young people in the disciple work of the Church.

Responsibilities:

1. To work cooperatively with the pastor and other staff ministry team toward the fulfillment of the church's mission statement. The Mission of Bay UMC is to live the example of Jesus Christ.
 - a.) Attend staff meetings.
 - b.) Participate on Church Council.
 - c.) Attend Youth Council Meetings.

- d.) Attend Christian Education Committee meetings.
 - e.) Provide information to the Communications Coordinator to promote the children's and youth ministry programs.
 - f.) Meet regularly with the teachers (Sunday School, Confirmation, and Senior High)
- 2. To provide educational opportunities for children, youth and recently graduated & college-aged young adults, and to advocate for these opportunities with Church Council and the congregation.
 - a.) Review and develop learning curriculums.
 - b.) Research, identify and implement new learning situations.
 - c.) Identify and recruit teachers and substitute teachers.
 - d.) Train and develop the teachers.
 - e.) Order and maintain the curriculum and supplies for all classes.
 - f.) Provide meaningful service and mission opportunities.
 - g.) Provide opportunities for fellowship.
- 3. To oversee, in conjunction with SPRC, the hiring of Nursery Staff and to coordinate scheduling of the nursery staff.
- 4. To regularly review the mission of the children's and youth programs and provide enhancements and changes as needed.
- 5. To plan, develop, and communicate a calendar of events for the education program year. Ensure that participants, and their families, are aware of the schedule, and adjustments thereto.
- 6. To manage the budget for the education program areas. Make and support recommendations for budget adjustments, as needed, to the Church Council.
- 7. To be accountable to parents and provide regular updates in programming, events, and curriculum.
- 8. To provide and maintain accurate reports for youth and educational events. Maintain records for Safe Sanctuary, Child Protection, and other policies deemed necessary, and update policies as needed.
- 9. To plan and coordinate with the Pastor and Worship Committee programs designed to be included in worship services.
- 10. To coordinate retreats, lock-ins, camps and mission trips for youth.
- 11. To provide for smooth transition for program participants from one program phase to the next.
- 12. To develop and implement ways to keep our college students and recent graduates involved and in touch with BUMC.
- 13. To engage children and youth in the total life of the church through worship opportunities, church school, membership on appropriate committees, choirs, drama, and mission opportunities.
- 14. To work with the leaders of and oversee the Appalachian Service Project
- 15. To work with the Pastor, Director of Music, and Music Committee to provide music opportunities for children and youth.
- 16. To develop and coordinate Vacation Bible School, and other events that include the children and youth of the Church.

17. To coordinate the educational and development activities for the annual Confirmation Class and maintain progress towards confirmation.

Terms

1. The Staff Parish Relations Committee shall determine the hours for this position. This shall be considered a full-time position with flexible hours.
2. Terms of employment shall be governed by the current Bay United Methodist Personnel Policies, unless otherwise approved by the Staff Parish Relations Committee.