

Harmony United Methodist Church

Job Description: Director of Children and Youth Ministries

Part-Time Position (20 hours/week)

Position: Director of Children and Youth Ministries

Accountable to: Senior Pastor and Staff-Parish Relations Committee

Position Summary: The Director of Children and Youth Ministries is responsible for overseeing the ministry and education for children and youth at Harmony United Methodist Church (HUMC). The director is responsible for the development, administration, supervision, and leadership of programs for children and youth in the areas of Christian education, discipleship, mission, and outreach.

Spiritual:

- A deep Christian faith and a commitment to making disciples
- Commitment to God-honoring professionalism, personal spiritual growth, and an appreciation for the United Methodist Church.
- Consider this position a life ministry, not just a job
- Model standards and expectations of church leaders within our fellowship, including worship attendance, small group participation, lifestyle of generosity, and serving out of call and giftedness

Skills:

- Work creatively and think strategically to move ministries forward
- Practice team-based leadership and exhibit strong relational skills especially with children and youth
- Maintain familiarity with current Christian education and spiritual development curriculum for children and youth
- Possess exceptional written and oral communication and organizational skills
- Possess working knowledge of social media for communication with youth, parents, and families.
- Able to create and manage a budget.

Education and Experience:

- Bachelor's Degree in education and/or religion or equivalent

Responsible for:

- Providing direction, guidance and vision for Christian education such as Sunday school, youth fellowship, Bible studies, prayer groups and special programs, at times coordinating with other committees.

- Overseeing planning, coordination, volunteer recruitment and training for activities and events including seasonal activities (Lent/ Easter, Vacation Bible School, Fall Festival and Advent/ Christmas).
- Recruiting and providing general direction, guidance, and vision for the youth ministry and Youth Council with a focus on empowering youth leadership and for the children's ministry and Children's Ministry Advisory Council.
- Creating, implementing and administering appropriate policies, procedures and rules to ensure the safety of all persons.
- Administration of children and youth ministry tasks including performance of volunteer background checks, evaluation and purchase of appropriate resources and educational materials including curriculums and supplies.
- Making recommendations to the Pastor regarding the future development of the church ministries and establishing feedback systems for assessing program effectiveness.
- Providing leadership and methods to evaluate all ministry efforts of your team.

Additional Responsibilities:

- Attend and participate in staff meetings
- Contribute to Harmony UMC communications channels such as weekly announcements and emails, church website, social media postings, bulletin boards
- Support of the administrative and connectional life of Harmony United Methodist Church
- Chaperoning or directing youth retreats and mission trips.

Committee and Ministry Team Responsibilities:

- Church Staff Meeting – weekly
- Bi-monthly Church Council meeting
- Children and Youth Council
- Additional weekend or evening hours required for Retreats and Mission Trips.