

## **Director of Children and Youth**

### **Ramsey Memorial United Methodist Church**

This position is one-quarter time (10 hours per week) and reports directly to the Lead Pastor.

**Chief Objective of this Position:** To build young disciples for Christ by developing and implementing a comprehensive approach to Children and Youth Ministry (in the areas of group building, worship, discipleship, mission and outreach) while serving as a spiritual leader and role model. To be responsible and subject to United Methodist polity and doctrine, informed by the United Methodist Guidelines for Children and Youth Ministries, and Safe Sanctuary policy of Ramsey Memorial United Methodist Church.

**Position Summary:** This position works closely with the Lead Pastor and staff, and will help form Children and Youth Ministry Team(s) (church volunteers who are passionate about children and youth ministry), to foster spiritual development of children ages preschool through 12th grade. The position has considerable independence within the areas described below. The Lead Pastor and SPPRC will conduct an annual evaluation and provide support throughout the year as needed.

#### **Specific Responsibilities Include:**

##### Administrative:

- \* Work in concert with the gifts and talents of other staff members and as a member of the staff ministry team.
- \* Attend and participate in regularly called staff meetings, worship staff ministry team meetings, Administrative Council and other meetings as needed to assist in the exchange of ideas and information as their schedule allows and in coordination with the Lead Pastor.
- \* Manage the Children and Youth Ministry budget.
- \* Research and recommend resources for children and youth ministry.

##### Programmatic:

- \* Serve as primary leader to equip others in their voluntary roles in the children and youth ministries.
- \* Be an advocate for children and youth educating the congregation about their hopes, concerns, and needs in the local church and community.
- \* Mentor children and youth in discovering and using their spiritual gifts and developing their leadership skills.
- \* Effectively utilize communications (social media, Facebook, email, website, bulletin, newsletter). Ensure timely and accurate communication with church staff and leadership, parents, and the congregation as a whole. Work with the Communications Team and reach out to existing church families and new families to promote Ramsey's Children and Youth Ministry and expand programs.
- \* Fully implement Sunday morning curriculum, being onsite supporting and directing activities between the hours of 10:45 am to 12:15 pm.
- \* Oversee and offer direction for weekly youth meetings, supporting and directing activities.
- \* Develop, plan, and promote events that facilitate the spiritual development of

children and youth (past examples include - VBS, Confirmation, Bible presentation etc.)

- \* Explore and implement ways children and youth can participate in regular worship.
- \* Work to assure that appropriate time is given to volunteers for planning, creation, and preparation for upcoming events. Works closely with the Children and Youth Ministry Team(s) to prepare an annual calendar of events and schedule of work to be completed.
- \* Take part in continuing education annually.

**Additional Expectations:**

Commitment to ministry requires an investment of time and interest that cannot be accommodated in a strict office schedule. Work is sometimes required outside of normal office hours. Participation in the life of the church and its activities is expected. Since the schedule may vary, the schedule shall be coordinated with the Lead Pastor.

**Minimum Qualifications:**

- \* Must have a passion for children and youth and their families
- \* College degree or coursework in a related field preferred
- \* First Aid and CPR certification
- \* Proven experience in working with children and youth including a basic understanding of child development
- \* Clear understanding of the importance of providing a safe and nurturing environment
- \* Bilingual in Spanish and English
- \* Excellent oral and written communication skills
- \* Ability to be flexible and a team player
- \* Proven ability to work effectively with congregations, diverse individuals, and teams of volunteers

**Salary:** \$10,000 Annual Salary

**Start Date:** Fall 2021

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