

# Children & Youth Ministry Director Community of Faith UMC & Vale UMC

Job Description Effective November 1, 2023

<b>Category:</b>	Regular Full-Time Employee, 40 hours per week including Sundays
<b>Reports To:</b>	Pastor (TBD), Youth Leadership Team
<b>Directly Supervises:</b>	None
<b>Compensation:</b>	\$45,000 - \$50,000
<b>FLSA:</b>	Exempt

## Job Overview

The Children & Youth Ministry Director is an exciting, high-impact role that is responsible for designing and building a dynamic, fun, and engaging children and youth ministry program for two neighboring United Methodist Churches in the Oakton/Herndon/Chantilly area of Northern Virginia. The successful candidate in this role will build relationships with children, youth and families living in our community, invite them to grow in their faith through healthy and life-affirming relationships with one another, the Church, and Jesus Christ, and create opportunities to discover the blessing of serving others.

The goal of the Student Ministry is to develop balanced, thoughtful, and caring children and youth who are disciples of Jesus Christ with a strong foundation in faith that will endure and guide them throughout their entire life. The Children & Youth Ministry Director plays a vital role in helping the United Methodist Church accomplish its overall mission to make disciples of Jesus Christ for the transformation of the world. This role draws upon and advances a growing partnership between two neighboring churches, Vale United Methodist Church and Community of Faith United Methodist Church. The Children & Youth Ministry Director will work with both churches and their members to develop children and youth programs that are sometimes combined and sometimes independent in their activities, fellowship, and outreach.

## Qualifications

Besides a personal commitment to Christ, an appreciation of the Christian faith as expressed through the United Methodist Church, and a clear call to work with children and youth—enthusiasm, good time management skills, and leadership is essential in this position. Relevant experience working with children and/or youth. Bachelor's or master's degree in Christian Education, Theology or related fields are a plus, but not required.

## Skills Required

1. Strong interpersonal skills, including the ability to truly connect and engage with children and youth, build trusting relationships, and encourage regular, active participation in all programs.
2. A creative mind for fun – selecting and developing social activities that attract children and youth to the programs, where the Gospel of Christ can be included appropriately in the program.
3. A team-oriented mindset that engages others and leverages the skills and interests of the children and youth and other church members to achieve the program goals.
4. Strong organizational skills, including event planning, logistics, communication, and reliable execution of plans.
5. Ability to coordinate, collaborate, and communicate effectively with parents, pastors, staff members, other ministry team leaders, and stakeholders.
6. Demonstrated personal skill at using key social media channels favored by the next generation such as TikTok, Instagram, YouTube, and Facebook.
7. Willingness to practice spiritual disciplines and model a growing faith in Christ.

## **General Job Description/Responsibilities**

1. Design, develop, promote, coordinate, and oversee all children and youth activities throughout the year for both partnering churches.
2. Working with the youth and the pastors, determine the most fruitful opportunities to build relationships with children and youth beyond the walls of the church (e.g., Scouts, Youth Service Clubs, Food Pantry, Coaching, Volunteering in Schools, Movie Night, hosting a tailgate at HS Football Game, Cheering for Youth at a Game or Drama Performance, etc.).
3. Nurture ways for friends of current children and youth to be invited and involved in the ministries of Vale UMC & Community of Faith UMC.
4. Participate in worship weekly, alternating between each church every other Sunday, to foster relationships with children, youth, families, and the congregation as a whole.
5. Provide leadership of children's moments in worship, the acolyte ministry, and other opportunities for children/youth to serve (i.e., as liturgists, greeters, etc.) as needed.
6. Develop recurring milestone / outreach events aimed at nurturing the faith of children, youth, and their families (i.e., Baptism, Vacation Bible School, Blessing of the Backpacks, Easter Egg Hunt, Trunk or Treat, Graduation, etc.)
7. Support the Confirmation process and work in tandem with the Pastors.
8. Coordinate plans and participate in youth cohort activities such as monthly gatherings, a fall retreat and / or summer mission trip for youth.
9. Coordinate and provide leadership for the children and youth Sunday School program, including the choice of curriculum, considering approaches that equip parents to assist in the spiritual formation of their children.
10. Nurture opportunities for children enrolled in the Vale Preschool and Oak Hill Preschool and their families to be invited and involved, if they desire, in the ministries of the church.
11. Provide leadership of children's moments in worship, the acolyte ministry, and other opportunities for children/youth to serve (i.e., as liturgists, greeters, etc.) as needed.
12. Supervise, recruit, train, and coordinate children and youth ministry volunteers.
13. Share the story of what Christ is doing in the Children and Youth Ministry through communication media.
14. Ensure that each church collects and records accurate attendance for all student ministry programs, including key information during the registration process.
15. Plan, oversee, and manage the annual budget of the children and youth ministry.
16. Attend regular staff meetings at each church and work with other key staff as appropriate.
17. Attend Continuing Education Events.

## **Expected Results**

1. Create a vibrant and energetic children and youth ministry that attracts new children, youth and their families and retains existing children, youth and families.
  - a. Measured by the number of active (regularly attending) children and youth in the programs.
2. Teach biblical principles to children, youth and families that are aligned with United Methodist theology, teaching, and practice.
  - a. Measured by the involvement of children, youth and their families in the religious programs and events as well as ministries of the church.
3. Establish a robust set of qualified volunteers to assist with program implementation and growth.
  - a. Measured by the total number of volunteers assisting with programs, with an emphasis on the parents of the members.

## **Compensation**

The position is eligible for a competitive salary, comprehensive medical benefits, 403b match program, continuing education funds, paid vacation, and holidays.