

PENDER UNITED METHODIST CHURCH JOB DESCRIPTION

Update S/PPRC July 22, 2022

Position Title:	Director of Children and Youth Ministries
Reports To:	Lead Pastor
Works Directly with:	Lead Pastor Church Administrative Staff Grow in God Cluster Leader Youth Group Adult Leaders
Hours:	Part time, 20 hours per week, salaried position. Paid leave is on a pro-rated basis, as cited for part-time salaried employees in the Pender United Methodist Church Personnel Policies and Procedures Handbook. Schedule is approved by the Pastor.
Supervision:	Reports to the Lead Pastor. The Staff/Pastor-Parish Relations Committee (S/PPRC) provides an annual evaluation of the Director of Children and Youth Ministries.

General Expectations

- The Director of Children and Youth Ministries reports to the Lead Pastor for spiritual guidance, and follows the strategic guidance of the Lead Pastor. The Director of Children and Youth Ministries carries the primary responsibility of directly working with employees, volunteers, children, and youth in this ministry.
- The Director of Children and Youth Ministries should bring a very high energy quotient with passion, enthusiasm, joy, a sense of humor, and an ability to communicate well with teens and younger children.
- The Director of Children and Youth Ministries will perform administrative tasks such as developing programmatic budgets, organizing, managing volunteers, maintaining required documentation for external programs, and recruiting other participants supporting children and youth ministries.

- The Director of Children and Youth Ministries will work closely with the Director of Communications and the Office Manager to coordinate children and youth activities. With this team, the Director will use the church master program and facilities calendar, ensuring that events are publicized in a clear, strategic, and timely fashion.
- The Director of Children and Youth Ministries will communicate clearly and regularly with the Lead Pastor, S/PPRC, staff, lay leaders, and volunteer teams in regards to ministry goals, successes, and challenges to carry out the work of children and youth ministries.
- The Director of Children and Youth Ministries will maintain a Christ-centered lifestyle, nurture one-on-one relationships with the youth, and support Pender UMC policies and procedures. The Director will nurture and encourage Pender youth, and will be a positive role model for unifying the youth with each other, and within Pender. The Director of Children and Youth Ministries will be subordinate to the Lead Pastor and S/PPRC, who will provide an annual evaluation of the Director's performance.

Specific Responsibilities

1. Youth Ministry

- Develop, coordinate, and guide a comprehensive, interactive, discussion-based (as opposed to lecture model) program for the Sunday night youth group meetings. Review and develop curriculum for the youth ministries program for spiritual development, education, worship, evangelism, missions, fellowship, discipleship and affirmation of youth.
- Plan, coordinate, and guide Sunday night youth group meetings, annual confirmation class, and special events (Bi-district youth events; Easter, and Christmas, events within the context of the ministry that are strategic in helping Pender achieve the church's mission.
- Develop, implement, and attend ministries that involve the youth in hands-on service and missions in and beyond the church to help them develop a heart for serving the Lord by serving others. This includes planning and attending various youth retreats and mission trips.

- Establish an annual plan each Fall that addresses ministry goals and objectives. Plan, coordinate, and prioritize related programs, events, and activities. Plan an appropriate budget, delegate tasks for the following year.

2. Children Ministry

- Recruit, and spiritually support, volunteers for Children's Sunday School. Provide supervision of nursery workers and volunteers.
- Provide support to the Christian Education program across the Children and Family ministries.
- Provide leadership, guidance, and direction in executing the summer Vacation Bible School, Christmas, and Easter activities.

Required Administrative Meetings:

- Monthly meeting with the GPS Youth Leadership team.
- Weekly meeting with the Pastor.
- Weekly meeting with Pender staff.
- Meeting with S/PPRC as requested.

Educational Requirements:

- An Associates degree or higher is preferred.

Continuing Education and Spiritual Growth:

- All staff members of Pender are encouraged to seek ministry-related continuing education opportunities (seminars, conferences, etc.) as well as spiritual growth opportunities. In addition to salary, funds will be budgeted each year for continuing education.

