

# **BAY UNITED METHODIST CHURCH**

## **Director of Children and Family Ministries**

**Title of Position:** Director of Children and Family Ministries  
**Directly Accountable to:** Pastor and Christian Education Committee  
**Indirectly Accountable to:** Staff Parish Relations Committee

### **POSITION REQUIREMENTS and EXPECTATIONS**

- Experience with faith development of children and young adults (age ranges infant-25 years)
- Preference for a relevant degree or certification training through a Methodist Theological School, or similar provider
- Successful completion of Safe Sanctuary screening
- Strong skills in: organizing, communicating, relationship building and community outreach and engagement
- Biblical literacy
- Proficiency in technology communications, website and social media management
- Ability to recruit, train and encourage teachers and volunteers
- Ability to work evenings and weekends

### **OBJECTIVES**

- To develop and provide spiritual, organizational, and administrative leadership for children and youth education programs.
- To develop and coordinate the Christian education programs and provide resources for all children and youth and families. The focus will be infant-25 years of age and the families caring for those people.
- To develop and nurture young people in the disciple work of the Church.

### **RESPONSIBILITIES**

- To work cooperatively and collaboratively with the pastor and staff ministry team toward the fulfillment of the BUMC mission: TO LIVE THE EXAMPLE OF JESUS CHRIST.
- Attend staff meetings
- Participate on Church Council
- Manage and attend Youth Council Meetings

- Attend Christian Education Committee meetings
- Work collaboratively with staff on promoting communications about youth ministry activities
- Manage all volunteer teachers (recruit, train and regularly communicate with them)
- Provide and maintain policies, accurate reports and records for: youth events, Safe Sanctuary, and Child Protection, and other policies deemed necessary.
- Manage the budget for education program areas. Provide and support recommendations for budget adjustments, as needed, to the Church Council.
- Manage the selection and implementation of educational curriculum -this will include managing the supplies needed for volunteers and teachers.
- Collaborate with Staff Parish Relations Committee with the hiring and schedule coordination of Infant Care staff.
- Perform other duties as assigned

**Examples of anticipated programs and activities the Director of Youth and Family Ministries will develop, promote, implement and manage**

- Calendar of events for children and youth
- Education: Infant care, Sundays, weeknight programs, Vacation Bible School
- Confirmation preparation and ceremony involvement
- Youth in Worship
- Community Outreach and Engagement
- Music opportunities
- Mission trips (currently BUMC is connected to Appalachia Service Project, but the position allows for new ideas and opportunities)

**TERMS**

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