

## **Director of Children and Youth Ministry**

The Director of Children and Youth Ministry is a full time Ministry Area position which requires essential religious duties.

**Purpose:** The Director of Children and Youth Ministry is responsible for developing, energizing and growing a vibrant system for supporting our children and youth in their faith journeys from kindergarten to adulthood. The Director will rely on teams of volunteers to carry out a vision and programs that provide a firm foundation for the growth of children and youth in Christian faith, engages them in learning the Scriptures, and gives them practice in worship, fellowship, mission & service. To build disciples for Christ.

**Spiritual Gifts:** Administration, Evangelism, Shepherd/Teacher

### **Responsibilities:**

- Create a vision for comprehensive children and youth programs that are in line with the mission of Caldwell First UMC, and keep it in front of people.
- Maintain Safe Sanctuary Standards during all appropriate times
- Serve children and youth directly by prayer, visitation, counseling in the faith, and leading in Biblical Study.
- Enlist, equip, train and empower volunteer ministry teams for children and youth ministries, encouraging each team to be open to innovative ideas for change and improvement
- Collaboration with staff & lay leaders to ensure children & youth are fully integrated into the life of Caldwell First UMC.
- Develop curricula for children and youth that encompass a full range of learning and experiences from Kindergarten to graduation from high school, coupled with a robust system for identifying, enlisting, orienting, and training teachers.
- Lead all Children and Youth Ministry volunteers to envision new ministries to reach a broadening spectrum of children and youth within Caldwell First UMC's members and within the Caldwell area community
- Encourage the spiritual growth of all current and potential children and youth members through weekly programming; such as, Sunday morning Sunday school, weekly Bible Studies and age level appropriate groups. And provide opportunities for growth through special events; such as, seasonal camps, retreats, mission trips, etc.
- Serve as shepherd to the children's and youth's ministry teams
- Direct supervision of all program coordinators and assistants within Children and Youth Ministry
- Conduct annual evaluations of all program coordinators and assistants within Children and Youth Ministry
- Function as the spokesperson for Caldwell First UMC Children and Youth Ministry with the congregation, District, and Annual Conference
- Develop and execute a system by which programs within Children and Youth Ministry are evaluated for effectiveness

- Ensure effective communication regarding Children and Youth Ministry throughout the church and community
- Lead regular meetings with program coordinators and assistant directors
- Develop , Submit, and Manage children and youth ministry budgets
- Engage in continuing education annually, fellowship groups, and encourage Children and Youth ministry volunteers to do the same
- Other duties & responsibilities as deemed appropriate by SPRC and/or the Senior Pastor

**Qualifications:**

- A strong and growing relationship with Jesus Christ
- Personal value system and behavior consistent with that relationship
- High School Diploma or its equivalent
- Administrative and Communication skills
- Ability to lead people, both staff and volunteers
- Ability to work with people/team builder
- Understanding of United Methodist Doctrine
- Growing knowledge of program options and curriculum for children and youth
- Ability to use technology

**Supervisor:** Senior Pastor and SPRC