

**Sand Point United Methodist Church**  
**Director of Children and Youth and Family Ministries Job Description**

**Mission Statement:**

*We are an inclusive, caring community- committed to Christ's work,  
seeking spiritual growth, and lovingly responding to the needs of God's world.*

**Purpose:**

To build up vital Children, Youth & Family Ministries to carry out our congregation's mission together as the Body of Christ.

**Essential Functions:**

- Work with Pastor and other program staff to develop a program to complement the spiritual formation for children, youth, and adults.
- Provide vision & leadership to develop programs and ministries that foster the spiritual growth of children, youth and their families through education, service projects, activities, retreats, mission trips, etc.
- Select curriculum for K-5<sup>th</sup> grade; Develop and lead youth centered lessons for Sunday mornings and Sunday evening youth group.
- Lead Sunday School each week: Primary attention to leading youth 6th-8th grade on Sunday mornings, with secondary attention to supporting other children's classes; High School youth group on Sunday evenings
- Develop Vacation Bible School/Day Camp program in coordination with other children and youth staff.
- Develop outreach strategies to invite new families in and to connect the congregation to the wider community.
- Foster and mentor the development of leadership skills in our children and youth by encouraging their participation in our worship, music and mission ministries.
- Recruit, equip, empower and support volunteers working in children and youth ministries.
- Encourage participation in United Methodist conference supported camps, retreats, and activities.
- Create opportunities to connect children, youth and families to each other and integrate them into the wider life of the church.
- Welcome visitors and follow-up with new families with children/youth.
- Network with area youth directors and explore opportunities for collaboration.

**Administrative Responsibilities**

- Meet regularly with staff of pre-K-12<sup>th</sup> grade to ensure cohesive and effective program implementation.
- Attend and participate in staff meetings with Pastor, and other meetings as necessary.
- Ensure compliance with Safe Sanctuaries Policy, including making sure all those working/volunteering with youth are current with background checks (Background checks expire after 2 years).
- Communicate regularly with youth and families: (phone, text, email, visits)
- Publicize children and youth ministry events and programs via email, bulletin boards, newsletter, website, posters, church calendar etc.

- Submit a yearly reflection to the Marr Family on the children, youth and family ministries at SPCUMC.
- Submit and manage yearly budget to support children, youth and family ministries.
- Maintain a database of children, youth and families attending SPCUMC worship and activities.
- Schedule all children, youth and family activities with the church office.
- Track attendance of children, youth and families.

**Position Qualifications:**

- Strong personal Christian faith that includes an understanding of the Bible beyond a literal interpretation.
- Shares our progressive-leaning theology and is hospitable to diverse viewpoints.
- Prior experience in fostering spiritual formation: i.e. camp, VBS, Sunday School.
- Strong organizational skills; positive interpersonal skills; and effective communication skills.
- Ability to recruit and encourage volunteers.
- Ability to work with a diverse community, including age, theological perspectives, and income.
- Academic coursework in Christian Education/Spiritual Formation desirable.
- Bachelor's Degree required.
- CPR training required; Training can be made available as needed

**Reports To:**

This position is a part-time position at 20 hours per week. The Director of Children, Youth and Family Ministries will report to, and will be directly accountable to the Pastor, with oversight by the Staff/Parish Relations Committee at Sand Point Community UMC.

**Compensation**

20 hours per week with schedule to be worked out in conjunction with the Pastor. Sundays and Christmas Eve required.

Salary dependent on experience.

Option to invest with United Methodist Personal Investment Plan with a 6% match from the church after one year of employment.

Two weeks vacation, including two Sundays per year.

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