

**First United Methodist Church  
Job Description**

**Staff members are expected to perform their duties in such a manner and spirit as becomes a Christian, and which will make people feel at home in the church. In addition to this description, staff members are expected to recognize tasks which need to be done and to undertake them on their own initiative, or to draw them to the attention of their supervisor, if the tasks are beyond their ability or time.**

**JOB TITLE:** Director of Children, Family and Youth Ministries

**TIME:** Full time: Salaried at 40 hours/week  
Present on Sunday with regularly scheduled weekly office hours

**GENERAL JOB DESCRIPTION:** This position is responsible for facilitating the coordination, development, and administration of the ministry of Christian education for children, youth and families of FUMC. The Director staffs the Children/Family Ministries Council, Youth Ministry Committee, and attends Ministry Conference meetings. The Director will develop volunteers and committees as are necessary to implement an education effort for age level ministries. This position also oversees Nursery Staffing.

**MAJOR JOB DUTIES:**

**% of Time**  
25%

**Duties**

**Administrative duties including:**

- Orders and administers curriculum
- Assures that curriculum materials, equipment and other supplies are available for Church School; assures that equipment, classrooms and Supply Room and bulletin boards are inventoried and maintained
- Maintains education area attendance records for annual reporting
- Maintain communication with staff and volunteers via email and phone contact
- Maintain up to date volunteer forms: Background checks and Driver Forms

40%

**Program facilitation and volunteer coordination including:**

- Works with staff, volunteers, Children and Family Ministry Committee, and Youth Ministry Committee to create and develop programs for children, youth, and families.
- Recruits volunteers for programs such as: Sunday school for Youth, Sunday school for Elementary Age children, Special Events, Youth Group Events, Worship participation (including acolytes, lay readers, communion servers), Mission/Service projects.
- Provides direct leadership of youth events and children/family events
- Maintains schedules for volunteer teachers and conducts screening of volunteers.
- Ensures appropriate youth/adult ratios in all church functions
- Work with Chair of Children and Family Ministry Committee to plan meetings and programs

- Educates volunteers concerning Safe Church Policies and Church School curricula
- Coordinate communications related to Children, Youth, and Family Ministry via: Weekly emails, weekly website posting, Facebook posting, Phone calls, USPS mailings, Bulletin and Newsletter announcements.
- Recruits volunteers to plan and staff special event programs and fund raising
- Contacting visitors with families in coordination with other staff
- Assists clergy in worship opportunities for children, leading Children's Time as needed.
- Assists Minister of Discipleship in the development of a successful Confirmation program for youth.

15%

#### **Special Program Duties**

- Camp Promotion
- Volunteering with OR-ID Camp and Retreat Ministry to dean one camp for children in the summer
- All Church Retreat planning and promotion
- Special Events for youth, including:
  - Youth Sunday
  - Chili Feed/Pancake Lunch fundraisers
  - Lock-Ins
  - Mission Trips and other service opportunities
- Special Events for Children and Families, including:
  - Third Grade Bible Award and Class
  - Advent Wreath Making Festival
  - Harvest/Halloween Party
  - Family Hikes/Field Trips
  - Welcome Home Sunday (Rally Day)
  - Sunday School Open House
  - Easter Egg Hunt
  - Christmas Pageant
  - Parents Night Out/Super Sunday/Food and Friends

20%

#### **Nursery Staff Supervisor**

- Hire, train, manage, and evaluate nursery staff
- Create monthly schedule of required shifts and assign to staff
- Works with church administrator and staff to schedule nursery care for outside groups, or special requests from church groups
- Annual performance reviews with nursery staff

Such other duties as may be assigned

#### **JOB RELATED DECISION MAKING**

Hiring, evaluating and recommending continuation of program volunteers and nursery staff.  
Purchasing of equipment, curriculum, church school supplies with age-level approved budgets.

**BUDGET AUTHORITY**

Submitting budget recommendations, coordinating the appropriate age level education and youth budgets and special funds. Coordinating fund raising activities within appropriate parameters. The Director is authorized to sign time sheets for nursery personnel.

**PHYSICAL REQUIREMENTS**

- Ability to lift and carry moderate weight (15-45 lbs.) with moderate relative frequency (25-50% of the time)
- Ability to bend, crawl, and crouch while working with infants and toddlers.
- Good manual dexterity
- Ability to drive
- Ability to work on the computer and type

**REVIEW OF WORK**

Reports to the Minister of Discipleship (Associate Pastor)

**SUPERVISORY DUTIES**

Nursery staff, volunteers in Children's and Youth programs

**RECRUITING  
REQUIREMENTS**

Bachelor's degree  
Experience in Christian Education  
Experience recruiting and managing volunteers  
Experience in Youth Ministry  
Experienced work with children and families preferred  
Strong planning and organization skills  
Ability to be self-directed  
Team player  
Sense of humor  
Good communication skills, both written and verbal

**DATE**

May 11, 2021