

Job Description - Director of Children, Youth & Family Ministries
ALDERSGATE UNITED METHODIST CHURCH (AUMC)
May 15, 2024

Job Description:

The Director of Children, Youth and Family (CYF) Ministry will be an enthusiastic and progressive Christian with a passion for working with children, youth, and families and a strong ability to direct and delegate a corps of volunteers. This person will have the organizational and communication skills, education, and experience required to work successfully with church leadership, the CYF Ministry Team, and church members. Furthermore, they will be able to develop, implement, and oversee programs for children, youth, and families in support of the ministry of AUMC. This is a 40-hour per week position that includes regular evening and weekend responsibilities. Annual salary being offered is \$54,000.

Duties and Responsibilities:

1. Build relationships with families –children, youth, and their parents, advocate for children, youth, and families within the congregation
2. Responsible for the coordination and direction of relevant Children, Youth & Family activities including, but not limited to:
 - o Sunday School and/or “Children’s Church”
 - o Youth Group
 - o Age-appropriate child and youth participation in worship service, including acolytes, etc.
 - o Vacation Bible School, “Family Fun Nights”, Parent Education sessions, and multi-generational events
 - o Confirmation class, 3rd grade Bible Literacy, and music programs
3. Provide oversight, direction, and support for
 - o AUMC Youth Assistant (when applicable)
 - o Nursery Care Staff
 - o CYF Program Volunteers
4. Create opportunities for lay leadership by recruiting, equipping, and supporting parents, mentors and other adults to participate in the CYF ministry
5. Evaluate and recommend Sunday School curricula, with Pastoral oversight
6. Regularly attend staff meetings and participate in life of church
7. Work in partnership with church leadership and staff to manage the administrative aspects of the CYF ministry, such as budget, records, mailings
8. Institute regular communication and coordinate activities, as opportunities become available, with Director of AUMC Preschool
9. Oversee the gathering and dissemination of information about events within the Pacific NW Conference, including summer camps and youth conferences
10. Facilitate outreach within the community – building bridges with non-UMC community organizations

11. Ensure that the Safe Sanctuary policy is publicized, implemented, and posted
12. Communicate and publish all activities to Church membership through newsletters, bulletins, and church calendar and social media as needed

Qualifications and Skills:

1. Demonstrate vibrant progressive Christian faith, knowledge of the Bible and a strong public discipleship, Familiarity with United Methodist Church teachings a plus
2. Self-directed and highly independent, but able to function as a team player and maintain positive working relationships
3. Able to inspire, direct and motivate children, youth, and their families
4. Experience working with diverse cultures and suburban neighborhoods
5. Excellent organizational, planning, goal setting, and time management skills
6. Creative ability to envision, plan, and follow-through on the Church's mission in relation to children & youth
7. Strong verbal and written communication skills

Education/Certification Requirements:

1. A minimum of 1 year experience in CYF ministry or related fields
2. Knowledge of child development and current youth culture
3. BA degree; related field preferred

Terms of Employment: The position of Director of Children, Youth, and Families Ministries is an at-will employee, as defined by the AUMC "Personnel Policies and Procedures Manual" This position is considered an exempt position for purposes of federal wage-hour law.

About Aldersgate United Methodist Church: Aldersgate is a vibrant, inclusive Christian community growing in faith, love, health, and service. We believe all people are of sacred worth and welcome everyone into the worship life, membership, and leadership of our church regardless of race, gender, national origin, sexual orientation, or economic condition. We continue to work for the full participation of all LGBTQ+ people throughout the life and leadership of the Church.

Aldersgate is a member of the Reconciling Ministries Network. Reconciling Ministries Network mobilizes United Methodists of all sexual orientations and gender identities to transform our Church and world into the full expression of Christ's inclusive love.

Learn more about AUMC at:

Web Site <http://aldersgate-church.org/>

Facebook <https://www.facebook.com/AldersgateUMCBellevueWA>