



Job Description - Director of Children, Youth & Family Ministry

Aldersgate United Methodist Church (AUMC), Bellevue, WA

September 16, 2026

Job Description:

The Director of Children, Youth and Family (CYF) Ministry is a welcoming and inclusive Christian, with a passion for sharing Christ with kids and families in fun, creative and meaningful ways. This person is responsible for implementing faith-based programs for children and youth, communicating and building relationships with parents, and training and directing volunteers. This charismatic individual is able to reach out and connect with people within the church, at Aldersgate Christian Preschool, and throughout the surrounding community. This is a 40-hour per week position that includes some evening and weekend responsibilities. The annual salary range is \$50,000 - \$60,000 depending on education and experience, with paid vacation and sick leave.

Duties and Responsibilities:

1. Communicate regularly with children, youth, and families to build relationships, encourage engagement, and foster trust
2. Plan, coordinate, and lead children, youth and family activities including, but not limited to:
 - Weekly Sunday School and/or "Children's Church"
 - Weekly Youth Group
 - Age-appropriate child and youth participation in worship and music, (acolyte, usher, A/V helper, vocalist, instrumentalist etc.)
 - Egg-stravaganza, Vacation Bible School (VBS), Trunk or Treat, "Family Fun Nights", parent education sessions, and multi-generational events
 - Confirmation class, 3rd grade Bible literacy, and music programs
3. Recruit, train, support, and supervise
 - Nursery Care Staff
 - CYF Program Volunteers (lay leaders, teachers, mentors, and parents)
 - AUMC Youth Assistant (when applicable)
4. Build a relationship with Aldersgate Christian Preschool
 - Serve on the preschool Board of Directors as a church member at large
 - Institute regular communication with the preschool Director
 - Coordinate activities, as opportunities become available, with the preschool Director (Monthly chapel time, Egg-stravaganza, VBS, Trunk or Treat, church picnic etc.)
 - Encourage preschool staff and families to participate in CYF activities
 - Communicate preschool volunteer opportunities with the church congregation
5. Evaluate and recommend Sunday School, Vacation Bible School, confirmation and youth group curricula, with Pastoral oversight
6. Develop a yearly CYF ministry calendar, including special events, retreats, and mission or service opportunities.
7. Communicate and publish all CYF activities to the church and preschool through Sunday announcements and bulletins, weekly church newsletters, posters, flyers, the church calendar, the church website and social media as needed

8. Attend staff meetings regularly and participate in life of church
9. Work in partnership with church leadership and staff to manage the administrative aspects of the CYF ministry, such as budget, records, supplies, mailings, background checks of CYF volunteers
10. Ensure that the Safe Sanctuary policy is publicized, implemented, and posted
11. Oversee the gathering and dissemination of information about events within the Pacific NW Conference UMC, including summer camps and youth conferences
12. Facilitate outreach within the community – building bridges with non-UMC community organizations

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 leadership, 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 and youth
7. Articulate, with strong verbal and written communication skills
8. Pass a Background Check

Education/Certification Requirements:

1. A minimum of 2 years' experience in CYF ministry or related fields
2. Knowledge of child development and current youth culture
3. A Bachelor's degree preferred, a degree or certification in Christian Education or youth ministry preferred

Terms of Employment: The position of Director of Children, Youth, and Family Ministry 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 (Bellevue, WA) is dedicated to making our congregation an open and affirming space, celebrating all people as beloved children of God, and actively working to dismantle barriers of prejudice to live out the Gospel's call for justice, mercy, and radical hospitality. We 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>