

## **DIRECTOR OF CHILDREN AND YOUTH MINISTRIES**

**Reports to:** Lead Pastor and Staff-Parish Relations Committee

**Works with:** Children and Youth Ministry Team, Director of Discipleship

**Status:** Full-Time

**FLSA:** Exempt

**Purpose:** The Director of Children and Youth Ministries will provide dynamic, age-appropriate, Biblically-sound, Wesleyan-based programming for children from birth through grade 12.

**Salary:** Minimum \$40,000 commensurate with experience  
Health Insurance Stipend offered

### **Essential Function and Responsibilities**

The Director of Children and Youth Ministries of Sycamore United Methodist Church will work with the Children & Youth Ministry Support Team to create and implement a program for children and youth ministries. This program shall help children and youth: learn about the Bible; develop their own faith; and grow in discipleship to Jesus Christ. Successful results will be achieved when youth will be ready to participate in confirmation classes and then live an on-going life of discipleship as valued members of the congregation.

#### Youth Ministry Responsibilities (approximately 20 hours/week)

- Plan and lead weekly youth group gatherings for Middle School Youth and High School Youth (one or two separate experiences).
- Plan and lead bi-weekly or monthly youth group gatherings for 4 & 5 graders.
- Plan and lead Sunday morning youth studies.
- Plan and lead summer weekly youth gatherings.
- Plan and lead yearly short-term service experiences for youth in grades 6-12.
- Plan and lead confirmation classes in cooperation with Lead Pastor & Director of Discipleship.

#### Children's Ministry Responsibilities (approximately 13 hours/week)

- Build, train, utilize, and supervise a team of teachers, leaders, and support staff to implement the programs and activities. Provide regular feedback and recognition for all members of the teaching team.

- Implement a child-inspired, teacher-friendly **Kids First** curriculum and program for Sunday mornings.
- Prepare and deliver Children's Sermons on Sunday mornings.
- Implement a child-inspired, teacher-friendly **Kids First** curriculum activities, and program for Sunday evening Breakthrough Services.
- Direct the yearly Vacation Bible School ministry.
- Create, maintain, and direct special ministry events for children, youth and families at least quarterly (i.e. Bethlehem Bazaar, Palm Sunday Event, Trunk or Treat, etc.)
- Create, maintain, and/or direct additional programming to support the spiritual growth of children outside regular worship hours.
- Work in cooperation with Director of Discipleship & Preschool Director to strengthen relationships with preschool families, and support/resource ABC staff.
- Prepare and deliver bi-monthly Chapel lessons for ABC Preschool

#### Other Responsibilities

(approximately 5 hours/week)

- Ensure all Children/Youth information in Church Teams is accurate and current
- Issue weekly e-communication and social media interaction on youth and children ministries and events.
- Collaborate with other ministry areas for children and youth to regularly participate in worship, outreach, service, and church activities.
- Annually participate in the development of the Children and Youth Ministry Program Budget and manage the budget throughout the year.
- Ensure compliance with Safe Gatherings and Safe Sanctuary policies for all children and youth activities to reduce the risk of abuse.
- Participate in weekly staff meetings and regular meetings of the Children and Youth Ministry Team.
- Regularly seek input from families, ministry staff, and lay leadership to provide the best outcomes for the ministry of Sycamore UMC.
- Maintain all children's facilities and spaces in a neat and orderly fashion.
- Attends regular staff meetings and others as necessary or required.

#### Childcare Ministry Responsibilities

(approximately 2 hours/week)

- Have oversight of the childcare staff including working with Lead Pastor and/or SPRC to hire new staff members.
- Ensure all staff is trained and background checked through Safe Gatherings.

- Coordinate childcare needs with other church programs
- Create & coordinate a childcare scheduling system
- Ensure childcare rooms and equipment are safe for children.

### **Required Education, Skills, and Experience**

- Must have Bachelors Degree in Education or Religious Studies or other related field
- Pass Background Check
- Must have Drivers License

### **Preferred Education, Skills, and Experience**

- Proven record of effectiveness in designing, developing, implementing, and leading children and youth ministry within a team context.
- Certification or equivalent in Youth or Children and Family Ministries is a plus
- Basic working knowledge of Google Workspace programs.

### **Personal Qualities Required**

- |             |         |                  |
|-------------|---------|------------------|
| • Honesty   | • Faith | • Teamwork       |
| • Integrity | • Trust | • Accountability |

### **Core Competencies**

*Mission Ownership:* Demonstrates understanding and full support of the mission, and core values, and beliefs of Sycamore UMC. Can teach those values to others. Leads the leadership team to identify their unique mission and vision which is in line with the mission and vision of the larger congregation.

*Spiritual Maturity:* Authentic and growing relationship with Jesus Christ. Able to share your own faith story with others in meaningful ways. Practices Christian discipleship. Models and develops humility, teaching ability, accountability, healthy and safe boundaries, and servant leadership in all relationships.

*Biblical Knowledge:* Able to discuss and interpret the Bible when applying scripture to life situations. Guides others, especially youth and youth ministry leaders, in the exploration and discovery of Biblical truth. Encourages and designs avenues for others to engage in the ongoing skill development of applying scripture to the life situation of children, youth, and their families.

*Ministry-Specific Expertise:* Well informed and able to share with others the foundational Wesleyan theology and best current practices in his/her area of ministry leadership. Regarded by the staff and congregation as being the primary thought leader in your own area of ministry by virtue of formal training, ministry experience, and ability to share that expertise with others in accessible ways.

*Interpersonal Skills:* Demonstrates the ability to lead others including potential new leaders. Demonstrates the skills of active listening, direct communication, and non-defensiveness. Seeks to collaborate rather than compete with other areas of ministry. Productively engages and resolves interpersonal conflict. Holds others accountable in the spirit of love. Engages people positively.

*Team Building Skills:* Shares best practices and able to identify and solve common problems. Works with teams to assess the health of ministry programs, groups, and leaders. Recognizes dysfunctional team behavior and redirects it into effective behavior. Creates and communicates vision, direction, and goals for the team.

*Management Skills:* Demonstrates commitment as well as flexibility in scheduling regular coaching sessions with those in his/her span of leadership. Understands his/her leadership style, temperament type, and preferred ways for handling conflict so that he/she may effectively adapt to the needs of the situation. Recruits, delegates, empowers, and holds leaders accountable. Marshals resources (people, funding, material, support) to get things done.

**Evaluation based on:**

- The growth that children and youth experience in their knowledge of the Bible, in their Christian faith and identity, in their participation in church activities, and in their connection to the Sycamore UMC congregation.
- An increase in involvement of children and youth in the congregation of both newcomers and long-time members.
- The presence of a spiritually gifted and equipped team of leaders who serve in the children and youth ministry
- The upkeep of an accurate database and use of timely communications.

- The use of an annual evaluation process for the children and youth ministries in conjunction with the Children and Youth Ministry Support Team.
  
- The Director of Children and Youth Ministry exhibits healthy practices to be
  - spiritually fresh, relationally healthy, physically well, professionally competent, and culturally current as a leader for this essential area of ministry.

**References will be requested**

**Applications to be accepted through Sept. 3 2024**

Revised 06/24/24