

# Grace United Methodist Church

## Pequot Lakes, Minnesota

### Job Description

#### **Position: Director of Children, Youth and Family Ministries**

**Purpose of Position:** The Director of Children, Youth and Family Ministries is responsible for developing, energizing and maintaining vibrant programming to support the children, youth and adults both within the church and beyond in their faith journeys from infancy through adulthood. The director, utilizing a collaborative style, will rely on teams of volunteers to carry out a vision and programs that provide a firm foundation for the growth of children, youth and families in Christian faith, engaging them in learning the stories of the Bible, giving them practice in worship, mission and service.

The Director of Children, Youth and Family Ministries is employed by Grace United Methodist Church and is obligated to follow the guidelines and regulations of The United Methodist Church as found in *The Book of Discipline*.

**Status:** Full-Time / Permanent

**Compensation:** Salaried/Exempt

**Reports To:** Pastor and Staff Parish Relations Committee

#### **Qualifications:**

1. It is preferred the Director of Children, Youth and Family Ministries have an education degree, with a desire to advance the teachings of Christ and the church.
2. The Director of Children, Youth and Family Ministries should demonstrate a commitment to the teachings of Christ and the church.
3. Strong interpersonal and communication skills.
4. Strong organizational skills are necessary.

#### **Expected Outcomes:**

1. Plan and organize multiple levels of the educational programming for the church and outreach initiatives.
2. Recruit, train, equip and supervise volunteers to work in this ministry.
3. Team with multiple committees to determine and achieve educational goals for the church.
4. Plan and manage weekly Sunday morning and a weekday evening (presently Wednesday) discipleship for youth, children and adults and special events such as retreats, VBS and mission trips.
5. Build relationships with children, youth and adults to encourage and develop their Christian faith.
6. Coordinate with other ministry teams to ensure collaboration between various aspects of the church's ministries.
7. Assist parents in the teaching and nurturing of their children and youth.
8. Clerical responsibility for E-Grace, website and Facebook.
9. Participate in appropriate professional development activities to develop skills necessary for effective church educational ministry.

#### **Expected Tasks, Responsibilities and Behaviors of all GUMC Employees:**

1. An understanding and acceptance of the mission, vision, and goals of Grace United Methodist Church.
2. Strong interpersonal relationship skills.
3. Strong oral and written communication skills.
4. Willingness to assume other tasks as required.

**Expected Tasks, Responsibilities and Behaviors Specific to Position:**

1. Initiate and create ministries that nurture and encourage discipleship for participants at GUMC.
2. Work with the rest of the staff and various committees to promote ministries, events and activities for children and youth, and to promote volunteer ministries as needed.
3. Annually evaluate the effectiveness of the children's, youth and family ministries and make appropriate adjustments.
4. Seek educational opportunities for personal job-related growth through conferences, seminars, workshops and various media resources.
5. Be a positive and creative team member of the staff.
6. Plan the curriculum used in nurturing ministries for children and youth; consult with and support the pastor, as requested, regarding the confirmation ministry.
7. Recruit, train, support, inspire and supervise volunteer staff serving in the children's and youth ministry program.
8. Develop relationships with youth as an integral part of the ministry. This role requires discretion to build trust with the youth, honor privacy and discern nuanced situations.