



## Grace United Methodist Church

Pequot Lakes, Minnesota

THE UNITED METHODIST CHURCH

### **Position: Children and Youth Ministries Director**

**Purpose of Position:** The Children and Youth Ministries Director is responsible for developing, energizing and maintaining vibrant programming to support the children and youth both within the church and beyond in their faith journeys. This person will work with teams of volunteers to carry out a vision and programming of the church to provide opportunities for children and youth to grow in their faith.

The Children and Youth Ministries Director 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:** Part-Time (Employee agrees that this is a part-time position and that there are no paid benefits other than those explicitly identified in this agreement.)

**Compensation:** Hourly/Non-Exempt

**Hours:** Flexible, average 15 hours per week

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

### **Tasks and Responsibilities:**

1. It is preferred the Children and Youth Ministries Director have prior experience working with both children and youth in an educational setting.
2. Strong interpersonal, communication and organizational skills.
3. Recruit, train, equip and supervise volunteers to work within this ministry.
4. Plan and manage weekly Sunday morning and a weekday evening (presently Wednesday) discipleship for children and youth, to include special events such as retreats, VBS and mission trips.
5. Build relationships with children and youth, to encourage and develop their Christian faith.
6. Collaborate with staff, committees and ministry teams.
7. Find ways to best support parents in the teaching and nurturing of their children and youth.
8. Regularly communicate with the pastor to evaluate the effectiveness of the children and youth programming and make appropriate adjustments.
9. Plan the curriculum used for children and youth, in collaboration with the pastor.
10. 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.