

Director of Children, Youth, and Family Ministries St. James UMC

Position Overview

The Director of Children, Youth, and Family Ministries leads the ministry so that children, youth, and families can flourish spiritually, emotionally, and relationally. In this role, the Director works closely with the Family Ministries Coordinator to provide leadership to the ministry, build relationships with families and volunteers, and implement programming for children, youth, and families to grow and foster their relationship with Christ and one another.

Job Duties & Responsibilities

1. Leadership
 - a. Provides primary leadership for Children, Youth, and Family Ministries, working closely with Family Ministries Coordinator.
 - b. Leads children, youth, and family ministries team and advisory team meetings on a regular basis.
 - c. Prepares and presents recommendations for children, youth, and family ministries budget, and administers the budget as approved.
 - d. Participates in Administrative Board and Staff Team Meetings.
2. Relationships
 - a. Nurtures relationships with children, youth, and families, including adults.
 - b. Communicates effectively with parents, youth, and congregation regarding activities.
 - c. Equips existing program leaders and volunteers, as well as recruits and cultivates the development of new leaders.
 - d. Ensures that all volunteers are trained in alignment with Safe Sanctuary values and ministry needs.
3. Programs
 - a. Develops and implements regular spiritual formation programming and activities, including Sunday School, TGIW, Music Ministry, Youth and Small Groups, etc.
 - b. Provides leadership and oversight for special events, such as Vacation Bible School and Advent Wreath Dinner.
 - c. Creates a template and plan for the young disciples' message and ensures effective implementation.
 - d. Demonstrates strong organizational skills, including development of a yearly calendar that includes a balance of events and programming for children, youth, and families.
 - e. Other duties for the good of the church as assigned by the Lead Pastor.

Expectations

Members of the St. James UMC staff are representatives of the church and role models for the children, congregation, and community. Team members will be expected to demonstrate Christian faith as outlined in Galatians 5: "The fruit of the Spirit is love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control". This includes showing respect and collegiality with staff members and nurturing a positive and healthy church setting.

The Director of Children, Youth, and Family Ministries reports to the Lead Pastor, and may seek/receive guidance from the Staff Parish Relations Committee (SPRC). As a member of the program staff, the Director of Children, Youth, and Family Ministries is expected to have a consistent and regular presence in the office and at church activities. Given the duties required on Sundays and evenings, a weekday "day off" is expected. In addition, program staff may coordinate with the Lead Pastor to plan lighter schedule days/weeks to balance more time-intensive days/weeks.

Salary and Benefits

Base salary range of \$50,000 to \$52,000

Benefits include:

- 9% employer pension contribution, beginning at one year of employment
- Health insurance premiums covered 90% for employees, 75% for family members
- Tuition reduction for the Weekday Ministry (preschool & afterschool care)
- Continuing education allowance
- PTO and Sick Day leave