

## **Director of Children, Youth & Family Ministry -- Position Description**

### **Lodi United Methodist Church**

Lodi United Methodist Church leadership has identified Children, Youth and Family Ministry as a critical ministry. Our goal is to build a vital and sustainable CYF ministry and a church culture that embraces diverse families with children from infant to young adults.

#### **Major Responsibilities:**

The director will work with pastor, parents, and the education team leaders to provide engaging experiences of learning and fellowship to all children and youth, using Safe Sanctuary guidelines and reflecting a contextual understanding of child development stages (Infant, Toddlers/Preschoolers, Early Elementary Kids, Older Elementary Kids, Junior High, and High Schoolers)

1. Coordinate, promote, implement, and further develop a quality Christian Education
  - a. for Children in the following areas: Nursery, Sunday School (Sept-May), Wonderful Wednesday activities, Vacation Bible School, and seasonal/special events, and
  - b. for Youth in the following areas: Confirmation Class, mid-week or weekend youth activities for learning, service and fellowship, and Camp opportunities.
2. Work with the Education Team to recruit, train and support teachers and volunteers.
3. Be intentional about assuring families with children that they are considered and included in the life of the church and building relationships with parents/guardians of children and youth.
4. Provide clear and regular communication with pastor, staff, parents, and congregation through the weekly email, bulletin, monthly newsletter, bulletin boards, and the church website and social media.
5. Keep records secure and updated for all children, youth, and ministry volunteers.
6. Evaluate and ensure the effectiveness of the Christian education programs of the church, identify needs for additional study/outreach event opportunities, and make recommendations to the Education Team and Pastor.
7. Network with other children, youth and family program providers in the community.

#### **Qualifications:**

The Children, Youth and Family Ministry Director plays a major role in the faith development of all ages within the church, both as a leader and as an example. LUMC seeks a person who has

1. a solid foundation and vital practice of Christian faith;
2. a strong **passion** for nurturing children and youth in the Christian faith;
3. spiritual maturity and high moral and ethical conduct;
4. friendly, enthusiastic, and flexible team approach while working with children, youth, parents, and other lay volunteers;
5. good organizational, teaching, administration, technology and computer skills;
6. an understanding of child and adolescent development;
7. an ability to relate to children and youth and teach them about Christ;
8. a heart of a servant leader, team builder, and team player, seeking out and meeting with youth and children, sharing their joys and concerns, challenging their spiritual growth, ministering to their needs for the holistic health, and making appropriate care referrals when necessary.

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### **Working Conditions:**

The CYF Ministry Director position requires flexible hours, including evenings and weekends. The position is part-time and salaried based upon twenty (20) hours per week. The actual numbers of hours required during any given week are those needed to fulfill the responsibilities of the position. It is recognized that the schedule may vary at different times of the year.

### **Accountability and Supervision:**

The director will be accountable to the mission of the congregation that is represented by the Education Team and will work under the supervision and direction of the Pastor and with the support of the Staff-Parish Relations Committee (SPRC).

It is expected that the director will

- keep the church office and the Pastor informed as to how he/she may be contacted
- notify the Education Team and the Pastor prior to any unforeseen absence from regularly scheduled hours, events or duties, and provide a suitable substitute in case of anticipated absence
- participate in opportunities for periodic review and goal setting
- participate in opportunities for pay level review, annually
- contact SPRC members with any concerns that should arise.

### **Terms of Employment:**

A Criminal and Safe Sanctuary background check will be conducted.

Valid Driver's License required.

References – Professional and Personal preferred.

Salary commensurate with experience.

90 days of probationary period.

### **CONTACT INFORMATION FOR INTERESTED CANDIDATES**

Send a completed application form (download available at [www.lodiumc.org/staff-openings](http://www.lodiumc.org/staff-openings)) to the SPRC at [jobs@lodiumc.org](mailto:jobs@lodiumc.org), or mail its paper copy to:

Lodi United Methodist Church

Attn: SPRC

130 Locust St

Lodi, WI 53555