



Stevensville United Methodist Church

Job title	<i>Children and Youth Ministry Director</i>
Reports to	<i>Pastor</i>

Job purpose

The Children and Youth Ministry Director serves as a member of the church staff and will direct/manage all Children and Youth Educational Ministries of Stevensville United Methodist Church (SUMC). With the support of the Pastor, this position's main objective is to foster and nurture Christian faith and discipleship in visible, fruitful ways for the children and youth of SUMC.

Duties and responsibilities

- Plans, organizes and coordinates in consultation with the Pastor and the Christian Education Committee, a goal-driven, well-rounded, multifaceted educational program which may include but is not limited to Sunday School, Bible Study, Youth Programs and Vacation Bible School.
- Recruits, trains, provides resources and supports teachers and leaders for Sunday School, Youth Programs and other educational ministries
- Administers SUMC Safe Sanctuary screenings and adheres strictly to SUMC Safe Sanctuary policies regarding teachers and leaders in all educational ministries
- Orders curriculum and other education material as needed to support programming
- Supervises the Sunday morning Nursery Staff, organizes Nursery Volunteers and Volunteers for Children's Worship program
- Develops and submits to the Generosity Ministry Team an annual budget for Children and Youth ministries and oversees expenditure of the approved budget
- Attends regular staff meetings, Christian Education Committee meeting, and others as necessary or required
- Keeps congregation well informed about the church's children and youth activities
- Respect and maintain confidentiality per the Confidentiality Statement

Qualifications

- Christian character- respectable, generous, honorable - required
- Ability to pass Safe Sanctuary Screening - required
- Proficient with current technology and communication tools - required
- Demonstrates professional communication skills for written and verbal correspondence on various levels - required
- Strong administrative, organizational and time management skills - required
- Experience in Christian Education - recommended
- United Methodist background - recommended

Working Conditions and Physical requirements

Work involves standing and walking for brief periods of time, but most is done from a seated position.

Work Schedule

Set Hours determined by the Pastor: number of hours are determined by the SPRC

Approved by:	<i>SPRC</i>
Date approved:	<i>3-10-20</i>
Reviewed:	<i>5-7-23, 11-18-23, 12-6-23, 5-13-24, 7-8-24</i>