

St. Paul United Methodist Church
Director of Children's and Youth Ministries
Job Description

Essential Duties and Responsibilities:

Worship

- Prepare and present Children's Time in cooperation with pastor
- Recruit volunteer to assemble children's worship bags weekly; prepare worksheets matching lectionary readings and obtain other materials/items to be included
- Recruit an adult supervisor for acolytes
- Assist pastor in preparing for children's baptisms & confirmation

Sunday school

- Recruit and train teachers
- Substitute teach as needed
- Select curriculum with pastor approval
- Assemble class materials for teachers (supplies, take home sheets, etc.)
- Plan, promote and execute promotion on the Sunday following Labor Day

Kids' Club Plus (K-2nd Grades and 3rd – 5th Grades) and UMY Activity (6th – 12th Grades)

- Recruit volunteers to assist with providing meals and supervision of children & youth during weekly activities
- Prepare lessons and activities, purchase materials and present the weekly lesson for 3 different age levels

Alleluia & Hallelujah Choirs

- Assist music director with weekly children's choir rehearsals and on Sunday mornings when they participate in worship

Nursery Workers

- Hire, schedule and supervise caregivers
- Submit workers' hours for payroll

VBS

- Recruit teachers and other volunteer assistants
- Select curriculum with pastor approval
- Prepare lessons, supporting materials and supplies for teachers

Celebration Sign Ministry for Birthdays and Newborns

- Recruit volunteers for delivery and pickup
- Keep up-to-date and accurate records regarding DOB, age and address

Newborns

- Hospital or home visitation
- Communicate with chairperson of "Meals for Families of Newborns"

Other Events Involving Children and Youth

- Assist Usher Captain in coordinating children's responsibility for November usher duties
- Oversee Safe Sanctuary Policy and training of congregation
- Obtain background checks for all ministry staff and volunteers; update as determined by policy
- Identify "Created by God" workshop (UMC Human Sexuality Program) opportunities for age-appropriate children

Missions and Outreach Programs

- Select and coordinate mission activities
- Facilitate weekly "peace pipe" collection supporting mission activities
- Coordinate participation in Brother Paul's Soup Kitchen ministry during summer months

Special Events

- Coordinate a Back to School event or blessing
- Coordinate Bible Sunday presentation for kindergarten and 3rd grade students (traditionally 3rd Sunday in November). Includes notification to parents, purchase of Bibles, publicity, and presentation during worship
- Coordinate a Christmas program for children's participation (traditionally on the Sunday prior to Christmas during worship)
- Plan Senior Recognition celebration

Camping Opportunities

- Provide information regarding dates and costs for camping opportunities at Camp Tanako and other United Methodist camps
- Coordinate camp scholarship program including reviewing requests and distributing funds to maximize student participation

Crisis Support

- Work with pastor to provide support to families in times of crisis (hospitalization, divorce, poverty, grief)

Administrative Duties

- Keep accurate and up-to-date attendance records for children's & youth activities
- Make contact with children/youth/parents absent from worship, Sunday school or other regular activities

- Attend staff meetings
- Attend other meetings as needed (i.e. Church Council, Charge Conference, and Church Life)
- Contribute to each newsletter
- Publicize children's and youth activities internally and externally
- Adhere to budget and accurately record expenses and reimbursements
- Other duties as assigned

Minimum Requirements and Qualifications:

- Desire to teach and mentor children from a Methodist perspective and with an accepting Christian heart
- Background in Education
- Ability to cast and communicate the St. Paul Church's vision for children's ministry
- Ability to exercise discernment and use wise judgement
- Ability to motivate and work with staff, volunteers and children
- Current Red Cross certification in First Aid and CPR (may be obtained upon job acceptance)
- General clerical and organizational skills and proficiency in Microsoft Office applications, email and internet

Preferred Qualifications:

- Bachelor's degree
- Previous experience working with children