**BAY UNITED METHODIST CHURCH  
Director of Children and Family Ministries**

**Title of Position:** Director of Children and Family Ministries  
**Directly Accountable to:** Pastor and Christian Education Committee  
**Indirectly Accountable to:** Staff Parish Relations Committee

**POSITION REQUIREMENTS and EXPECTATIONS**

* Experience with faith development of children and young adults (age ranges infant-25 years)
* Preference for a relevant degree or certification training through a Methodist Theological School, or similar provider
* Successful completion of Safe Sanctuary screening
* Strong skills in: organizing, communicating, relationship building and community outreach and engagement
* Biblical literacy
* Proficiency in technology communications, website and social media management
* Ability to recruit, train and encourage teachers and volunteers
* Ability to work evenings and weekends

**OBJECTIVES**

* To develop and provide spiritual, organizational, and administrative leadership for children and youth education programs.
* To develop and coordinate the Christian education programs and provide resources for all children and youth and families. The focus will be infant-25 years of age and the families caring for those people.
* To develop and nurture young people in the disciple work of the Church.

**RESPONSIBILITIES**

* To work cooperatively and collaboratively with the pastor and staff ministry team toward the fulfillment of the BUMC mission: TO LIVE THE EXAMPLE OF JESUS CHRIST.
* Attend staff meetings
* Participate on Church Council
* Manage and attend Youth Council Meetings
* Attend Christian Education Committee meetings
* Work collaboratively with staff on promoting communications about youth ministry activities
* Manage all volunteer teachers (recruit, train and regularly communicate with them)
* Provide and maintain policies, accurate reports and records for: youth events, Safe Sanctuary, and Child Protection, and other policies deemed necessary.
* Manage the budget for education program areas. Provide and support recommendations for budget adjustments, as needed, to the Church Council.
* Manage the selection and implementation of educational curriculum -this will include managing the supplies needed for volunteers and teachers.
* Collaborate with Staff Parish Relations Committee with the hiring and schedule coordination of Infant Care staff.
* Perform other duties as assigned

**Examples of anticipated programs and activities the Director of Youth and Family Ministries will develop, promote, implement and manage**

* Calendar of events for children and youth
* Education: Infant care, Sundays, weeknight programs, Vacation Bible School
* Confirmation preparation and ceremony involvement
* Youth in Worship
* Community Outreach and Engagement
* Music opportunities
* Mission trips (currently BUMC is connected to Appalachia Service Project, but the position allows for new ideas and opportunities)

TERMS

* Staff Parish Relations Committee will determine hours for this position. The position shall be considered fulltime with flexible hours.
* Terms of employment will be governed by the current Bay United Methodist Personnel Policies, unless otherwise approved by the Staff Parish Relations Committee.