



Director of Child, Youth & Family Ministries

Purpose Statement

The purpose of the United Methodist Church of Whitefish Bay is to grow persons as deeply committed followers of Jesus Christ who Love God, Care for each other and Serve in the world.

Hours of Work:	Full-Time
FLSA Status:	Exempt
Team Leader:	Senior Pastor and Staff Parish Relations Committee
Supervisory Responsibilities:	Children's Christian Education Middle School Confirmation Experience High School Ministries Wednesday Night Live Child Care Worker Camp Lucerne Appalachian work camp

Position Summary

Working with Children and Youth Councils, this leadership staff position will provide vision, energy, oversight and daily direction to all aspects of Family Ministry including infants through high school. This individual will enthusiastically implement the vision of the United Methodist Church of Whitefish Bay in developing committed disciples who love God, care for each other and serve the world.

Responsibilities

Leadership:

- Lead support staff, teachers, resource personnel and other volunteers in the Children's & Student ministry
- Provide children and family direct care as appropriate or provide resources to nurture healthy families
- Serve as an advocate for Family Ministry before staff, congregation and lay leadership
- Establish a healthy role model of leadership, sharing the grace of Jesus

Recruitment:

- Recruit and train capable volunteers to lead each phase of educational organization
- Recruit and train capable volunteers, teachers, support staff and counselors for special events
- Assist volunteers in recruiting teachers/helpers in each phase of the educational program

Programming:

- Create and administer programs that will help children, students and families grow in Christ

Develop connections with new parents
Organize and lead Sunday School, Christmas Offering and Vacation Bible School
Guide confirmation, high school youth group and summer service project
Provide off site family offerings

Administration

Conduct registrations for all educational and missional offerings
Keep weekly, monthly and annual attendance records
Organize curriculum, supplies and assignments
Lead curriculum training for each age group and work camps and special events
Plan and provide for security of children, students and teachers involved in Family Ministry
Assist in budget development, implementation and accountability
Communicate and publish activities to church membership via newsletter, bulletin, church calendar and social media
Embrace a team ministry approach in weekly staff meetings
Keep current with innovations in children's, student and family focused ministries

Physical Requirements

While performing the duties of this job, the Director of Child, Youth and Family Ministries is regularly required to stand, sit, walk, and use stairs. This position involves lifting objects weighing up to 40 pounds. This position also involves frequent interaction with youth that would include physical activities.

Qualifications/Education Desired

A Bachelor's degree in a related field is required. Knowledge of child development and youth culture is critical. Experience in a leadership role working with children/family church ministry is preferred. Some theological training or education is preferred and an understanding of the United Methodist doctrine would be helpful. Must have strong interpersonal and relationship skills.