

CHILDREN/YOUTH MINISTRY DIRECTOR

The children/youth ministry director will direct and oversee the children and youth ministry; educate, minister to and include children of all ages in the ministry of the church and follow up with guests.

Ministry Area/Department	Children Sunday School, Nursery & Jr. Church • Lead Youth Group and work w/Youth Sunday School Teacher
Position	Children/Youth Ministry Director
Accountable To	Pastor
Ministry Target	Children & Youth
Position Is	Part-time Paid staff
Position May Be Filled By	Church member or will become a Church member if hired
Minimum Maturity Level	Stable, mature and growing Christian
Spiritual Gifts	Pastor/shepherd • Mercy-showing • Administration • Teaching
Talents or Abilities Desired	Enjoys Helping Children • Education and/or experience in Bible teaching and counseling • Good role model • No criminal record • Must pass background check
Best Personality Traits	Expresser-leader • Compassionate • Dependable • Analytical
Passion For	Ministering to and with children of all ages, with a heart for understanding their special needs and a desire to include this valuable group of people in the ministry of the church
Time Off	2 Paid weeks which includes 2 Sundays, Sick days as needed with notification of Pastor if possible

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** 16-20 hours a week, off one day during the week, except for emergencies, church events and special occasions
2. **Participating in meetings/training:** one hour a week

RESPONSIBILITIES/DUTIES

1. Give direction to and oversee the children and youth ministry.
 - a. Identify the needs and interests of children and teens within the church and community.
 - b. Plan and develop programs for the children and youth ministry.
 - c. Evaluate existing programs to determine effectiveness.
 - d. Identify and provide ministry opportunities for children and especially youth that's age appropriate.

2. Meet monthly with youth ministry leaders to pray and to discuss upcoming events, challenges, solutions and praises.
3. Recruit youth workers as needed. Provide training for youth workers as needed. Plan one major training/inspirational workshop a year.
4. Provide counseling and spiritual direction to youth on an individual basis with another adult. Opposite gender youth will require someone of their gender present from within the youth ministry leadership or their parent/guardian.
5. Participate in outreach ministry to children and teens who have visited the church: visits, letters, etc.
6. Lead Biblically based youth group once a week.
7. Teach a Children's Sunday School class once a week if needed.
8. Plan at least one yearly youth retreat for the purpose of spiritual maturity.
9. Visit teens who are hospitalized when possible.
10. Participate in training opportunities yearly, or as presented.
11. Develop the children and youth ministry budget and track expenditures throughout the year.
12. Compile a youth directory, have copies made and distribute to teens and youth workers.
13. Attend staff meeting once a week or as scheduled.
14. Connect with school in some way that gets you in front of students within and outside of youth group.