



## Position Title: DIRECTOR OF YOUTH AND CHILDREN

- STATUS:** Part-time, hourly (Interim status may be available until position is filled.)
- HOURS:** **780 hours annually** (maximum of 15 hours average per week / 52 weeks)
- BENEFITS:** Hourly wages paid every two weeks  
2 weeks paid annual leave (to include 2 Sundays)  
Salary range: \$15–\$20 per hour based on education and experience

### Position Summary

- Hands-on leadership and involvement in the Youth and Children’s Ministry areas of the church
- Youth: Responsible for developing, coordinating, and implementing an effective and comprehensive youth ministry designed to promote the spiritual growth of youth in grades 6-12 through fellowship, worship, discipleship, mission, and outreach. This includes Sunday evening UMYF programming, Sunday School and Wednesday evening Bible Studies
- Children: Responsible for developing, coordinating, and implementing an effective and comprehensive children’s ministry to promote faith formation for children through grade 5 by offering opportunities, resources, and experiences for children that are steeped in the life and teachings of Jesus Christ
- Emphasis is placed on ensuring a connectional and comprehensive approach to the development, coordination, and implementation of youth and children ministries areas of Divine Street United Methodist Church consistent with United Methodist Church doctrine, theology, principles, and guidelines. Participate in the development and selection of programs and curriculum to ensure a comprehensive approach to the ongoing spiritual development
- Reports to Pastor for spiritual and ministry guidance and general administrative supervision. Evaluated annually by the Pastor and the Staff Parish Relations Committee
- Responsible for ensuring the health, safety, and general love and care of youth and children
- Accountable to the Pastor and the Staff Parish Relations Committee

### Dedication and Commitment

- Demonstrates behavior consistent with Christian teaching
- Interacts with children showing consistent love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control
- Exhibits personal and professional integrity
- Consistently exhibits a positive attitude
- Effectively communicates with others
- Follows through on responsibilities

- Takes direction well
- Capable of working independently with little to no supervision
- Maintains confidentiality as outlined in the signed confidentiality agreement

<b>Position Responsibilities</b>
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## **Youth Ministry**

**A. Primary Tasks** – The comprehensive approach to youth ministries at Divine Street United Methodist Church is based on the primary task of youth ministry to:

1. Love youth where they are
2. Encourage them in developing their relationship to God
3. Provide them with opportunities for nurture and growth
4. Challenge them to respond to God’s call to serve in their communities

**B. Responsibilities**

1. Develop, plan, coordinate, and implement an effective and comprehensive youth ministry designed to promote the spiritual growth of youth in grades 6-12 through fellowship, worship, discipleship, mission, and outreach in a fun, open, and inviting setting
2. Lead and direct Sunday and Wednesday evening youth programming, curriculum, and activities
3. Recruit, direct and coordinate efforts of adult volunteers
4. Coordinate worship opportunities for youth, including but not limited to Youth Sunday
5. Plan and coordinate fellowship opportunities outside of church walls with the Lay Youth Ministries Coordinator and youth family members
6. Plan and coordinate mission and outreach opportunities with Lay Youth Ministries Coordinator and youth family members
7. Design and maintain effective communication programs with youth and families of youth through regular communications using a variety of methods, including but not limited to electronic communication (email, text, social media, and Church website), face to face meetings, and quarterly parent meetings. Coordinate regular timely updates to youth’s section of the website
5. Promote youth participation in UMYF
6. Promote and maintain cooperation between youth ministry and the total ministry of the church
7. Mentor youth and provide youth opportunities to develop leadership skills with the church and community
8. Encourage community outreach through outings and participation in special programs and projects
9. Coordinate fundraisers with lay Youth Ministries Coordinator and youth family members to maximize youth ministry opportunities
10. Participate with and support youth with visits or through attendance at certain relevant events (sporting events, musicals, etc.) outside the church setting
11. Coordinate and teach Confirmation classes in partnership with the pastor and provide leadership for confirmands, mentors, and parents beyond the classroom
12. Keep records of youth participation and manage the youth ministry budget

**C. Youth Counselors**

1. Guide, enlist and train adults to work with youth
2. Schedule regular meetings for communication and planning

#### **D. Leadership by Youth**

1. Organize and supervise youth council
2. Oversee planning and execution of regular UMYF meetings
3. Give direction to the youth council in planning and providing meaningful programs and recreation
4. Help to prepare the Youth Representative to Church Council for monthly Council meetings

#### **E. Special Activities**

1. Planning and execution of special trips and activities
2. Direction of youth worship experiences
3. Directions of special presentations or study groups
4. Work with director of music in coordinating programs for youth

### **Children's Ministry**

**A. Primary Tasks** – The comprehensive approach to children's ministries at Divine Street United Methodist Church is based on the primary task of children's ministry to:

1. Provide children and their families the opportunity to actively participate in the life of the church
2. Faithful formation of children as they journey as disciples of Jesus Christ
3. Create experiences that support children in the knowledge and awareness of God
4. Provide opportunities that support children in discovering, developing, and sharing their unique gifts from God.

#### **B. Responsibilities**

1. Develop, plan, coordinate, and implement an effective and comprehensive children's ministry to promote faith formation for children by offering opportunities, resources, and experiences for children in a fun, open, and inviting setting
2. Recruit, direct and coordinate efforts of adult volunteers
3. Design and maintain effective communication programs with children and families of children through regular communications using a variety of methods, including but not limited to electronic communication (email, text, social media, and Church website), face to face meetings, and quarterly parent meetings. Coordinate regular timely updates to children's section of the website
4. Engage the children of the church through direct participation in ministerial opportunities such as Sunday School, Vacation Bible School, Children's Church, Children's sermons with the goal of supporting the ministry of our children to facilitate the transition between children's ministry and youth ministry
5. Participate in the development and selection of curriculum for children for Sunday School, Vacation Bible School, and Bible studies (including but not limited to Sunday/Wednesday nights) with the lay Children's Ministries Coordinator to ensure materials selected are age appropriate and provide a comprehensive approach to spiritual growth consistent with United Methodist Church doctrine and theology
6. Plan and coordinate children's activities with lay Children's Ministries Coordinator which engage children and children's families
7. Keep records of children's participation and manage the children's ministry budget
8. Vacation Bible School
  - a. Recruit and lead VBS director, leaders, youth assistants, and volunteers
  - b. Assist in scheduling and organizing
  - c. Serve as resource person for volunteers

### **C. Miscellaneous Activities**

1. Attend Sunday worship and Wednesday evening activities
2. Assist in planning of special and seasonal church programs as they relate to children and youth
3. Be mindful of and work toward inclusivity of those youth and children with special needs
4. Work collaboratively and in concert with the gifts and talents of other staff members and volunteers while maintaining a teamwork mentality
5. Attend and participate in Church staff meetings, Church Council, and other groups as needed
6. Maintain high visibility with the DSUMC congregation
7. Represent DSUMC at United Methodist District and Conference events.
8. Encourage and support youth involvement in conference, regional, national youth events
9. Explore and coordinate possible inter-church activities with other churches in the community/region
10. Maintain the Safe Sanctuary policies of DSUMC - ensure all activities are in compliance with Safe Sanctuary policy of the church in joint effort with the lay Youth Ministries Coordinator and lay Children's Ministries Coordinator
11. Complete other tasks as deemed appropriate by the pastor or the Staff Parish Relations Committee

### **Skills and Qualifications**

- Must possess a passion for the spiritual development of Christian youth and children and embrace the doctrine and theology of the United Methodist Church
- At least one year of demonstrated experience planning, developing, coordinating, managing, and implementing appropriate ministries; or an equivalent combination of training and experience which provides the required knowledge, skills, and abilities
- Excellent written and verbal communication skills, conflict management skills, and computer skills
- Proven ability to work effectively with youth, children, diverse individuals, and teams of volunteers
- A work ethic that is both positive and team oriented
- A work manner that is dependable and conscientious with the initiative to plan and complete all required responsibilities with little supervision, in a timely manner, and with the utmost accuracy
- Organizational skills to effectively and efficiently carry out the work of this position
- Must pass a background check as a condition of employment
- Until this position is filled, interim status may be available.

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### **CONTACT:**

Rev. Elizabeth A. Gaines, Pastor  
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Mrs. Kathy Bond, Staff Parish Relations Committee Chair  
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