



Sayre UMC

JOB DESCRIPTION

Position:	Children's and Youth Director
Status:	Hourly
Position Summary:	To partner with Sayre UMC (SUMC) to bring children and youth to Christ and help them grow in faith and love of God.
Reports To:	Senior and/or Associate Pastor (in consultation with SPRC)
Hours:	Part-Time (20-25hrs/week) as determined by Pastors and SPRC

INTRODUCTORY UNDERSTANDING:

The Sayre UMC Children's and Youth Director should be an individual who exhibits attributes of being a team player with a high degree of integrity, sensitivity, confidentiality, and empathy in dealing with people. They should have a call and passion to work in the faith development of children and youth. Additionally, this Director will work with parents, recruit volunteers and lead both the children's and youth ministry of SUMC. In accordance with The Book of Discipline and SUMC's needs, the general responsibilities and requirements are listed below.

DUTIES AND RESPONSIBILITIES

- **Children's Director (~12hrs/week):** Including, but not limited to:
 - Recruit and Equip Volunteers and Prepare Classrooms for Sunday School
 - Recruit and/or Lead Children's Time Leader for Sunday worship.
 - Participate in Sunday morning worship
 - Approve Curriculum for Children's Ministry
 - Keep an up-to-date roster of Children and volunteers in the program
 - Recruit volunteers for Children's Ministry
 - Recruit new students; follow-up on new attendees
 - Ensure that volunteers have completed and are current with MinistrySafe
 - Plan, Recruit and Lead weekly Children's Ministry Activities
 - Plan, Recruit and Lead VBS
 - Plan, Recruit and Lead 1-2 Big Events each year.
 - Manage the Children's Budget with accountability to SUMC Council Board
 - Meet regularly with Pastor(s)
 - Provide support for Pastors and Staff
 - Other duties as directed and agreed upon by SPRC and Senior/Associate Pastor

Sayre UMC Children/Youth Minister Job Description-Part Time

- **Youth Director (~12hrs/week):** Including, but not limited to:
 - Plan, Recruit and Lead weekly Youth Ministry activities that engage youth in personal, spiritual and community growth
 - Maintain interaction with and among youth on a weekly basis.
 - Communicate with parents and youth about current activities and future events.
 - Create a welcoming and inclusive environment
 - Provide spiritual guidance and direction for youth
 - Expected to be involved in all aspects of community life in Sayre such as civic clubs, school functions, ball games, etc.
 - Recruit and Equip Volunteers and Prepare Classroom for Sunday School
 - Approve Curriculum for Youth Ministry
 - Participate in Sunday morning worship
 - Plan, Recruit and Lead 1-2 Big Events each year.
 - Manage the Youth Budget with accountability to SUMC Council Board
 - Keep an up-to-date roster of Youth and volunteers in the program
 - Recruit and train volunteers for Youth Ministry
 - Recruit new students; follow-up on new attendees
 - Ensure that all volunteers have completed and are current with MinistrySafe
 - Other duties as directed and agreed upon by SPRC and Senior/Associate Pastor

QUALIFICATIONS

- 1.) A strong Christian faith with a call to work with children and youth.
- 2.) Some college is preferred, especially in Ministry and/or Teaching.
- 3.) Experience working with children's and youth ministry preferred.
- 4.) Good managerial and people skills for recruiting, training, and working with volunteers and staff.
- 5.) Must complete and stay current with MinistrySafe
- 6.) Awareness of different learning styles of children and youth
- 7.) Excellent written and oral communication skills, including social media.
- 8.) Ability to work independently or in a group setting. Must be dependable.
- 9.) Current with CPR and First Aid
- 10.) Valid driver's license.