

Job Description for **Director of Family, Youth and Children Ministry**

Reports to: Pastor | Status: Full-Time | FLSA: Exempt

Directly Supervises: Ministry Volunteers and Participants

Job and Church Brief:

River's Edge Methodist Church is seeking an individual who nurtures a Strong Christian life to provide vision and coordination of ministry to families, youth, and children (ages 0-18). This person generates new ideas, effectively copes with change and uncertainty, practices integrity and transparent communication, enjoys working hard, and makes connections in the congregation to serve families, children and youth in a variety of roles. In our welcoming environment, this broadminded person will help us bridge all ages while developing and administering all aspects of ministry to support and encourage relationships and growth for families, youth and children.

River's Edge is a small to medium sized welcoming congregation in Spencer, Iowa, the NW corner of Iowa near the Iowa Great Lakes. Our focus of "Bible Believing, Jesus Loving" guides both our identity and mission to God's world. As an independent Methodist congregation, we embrace and center our Statement of Faith on Wesleyan theology "Gather at the River's Edge" and "Belong. Believe. Become." showcase our congregational life together. We are a congregation filled with active youth, laughter, tears, and worship services that speak to who we are and what God is calling us to be. We embrace new ideas while building on a deep Biblical Foundation.

Essential Functions:

- Imagine, develop, and communicate a multi-year programming plan and curriculum scope and sequence that aligns with River's Edge vision and values; assess and evaluate success, failures, and relevance of programming and adjust accordingly.
- Initiate, build and maintain authentic relationships with children, teens, parents, and volunteers.
- Recruit, develop, train, and appreciate a team of adult volunteers to serve.
- Imagine, design, and coordinate regular programming for ages 0-18 including researching, choosing, and preparing age appropriate Biblically based curricula; oversee volunteers in accordance with our Policies.
- Design, schedule, organize, implement, and attend events, service projects, retreats, and mission trips, work from a team approach with other staff.
- Help parents and guardians inspire curiosity and spiritual interest in their children; equip parents and guardians with resources to be the primary influence of faith formation.
- Foster congregational awareness and involvement with children, youth and family ministry through coaching and experimenting with intergenerational programming opportunities and worship service involvement.
- Establish a safe, and welcoming environment; foster discipleship, encourage thinking and sharing, and be aware and responsive regarding emotional and mental health among children and teens.
- Provide targeted, effective, and consistent communication and promotion of activities including impact stories to students, parents and congregation via email, monthly newsletter, bulletin boards, church website, social media, etc.
- Experiment, recruit, equip and train adults for mentorship as well as match students with adults
- Explore, develop, and utilize peer training to develop leadership among high school students.

Other Responsibilities:

- Manage youth budget and finances
- Participate in weekly one-on-one with pastor
- Participate in continuing education opportunities; network with other children's and youth ministry directors and leaders
- Be a present and engaged participant in standing church programs and worship services, and other duties as assigned

Minimum Requirements:

- One to three years of related experience
- Associate's Degree
- Embrace the Vision, Mission, and Values of River's Edge
- Familiar and comfortable with Wesleyan theology
- Passion for engaging and nurturing children, teens and families
- Flexibility in hours and scheduling
- Ability to successfully pass a background check

Physical Requirements:

- Able to move freely in and out of different children and youth ministry settings (classroom, camps, churches, etc.)
- Able to comfortably speak in public forum
- Have valid driver's license and is able to drive

Core Competencies:

- **MISSION OWNERSHIP:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation by consistently behaving in a manner congruent with them and supportive of them.
- **RELATIONSHIP BUILDING:** Generates sense of approachability; fosters natural connections between others; supports culture of welcoming and connection in life of congregation; creates a spirit of openness that invites those who are spiritually or emotionally troubling to confide in him/her; demonstrates appropriate pastoral care boundaries.
- **PROCESS MANAGEMENT:** Can visualize the larger picture of where ministry is heading; good at figuring out the key objectives, process(es) and resources necessary to get things done; self-motivated in providing direction and communication in accomplishing achievable goals; knows how to organize people and activities; can simplify and create realistic policy, timeline and infrastructure for repetitive processes, event and programs; decides in a timely manner and takes action keep larger picture in mind while tending to details.
- **VOLUNTEER MANAGEMENT:** Identifies, recruits and engages people in their areas of giftedness, skills and passions for volunteer positions; clearly and comfortably delegates both routine and important tasks and decisions; establishes clear expectations, providing training for each role; provides regular and ongoing feedback, development and appreciation about performance; creates a climate in which people want to do their best; makes each individual feel that their work is important.
- **EFFECTIVE COMMUNICATION:** Provides the information congregation, parents and youth need to know; through storytelling and images, creates an environment people want to participate in; uses verbal and nonverbal skills to deliver a message articulately and respectfully in a variety of settings and formats.
- **TEACHING / SPIRITUAL FORMATION:** Demonstrates an understanding of discipleship as journey or process; selects curriculum that is relevant, and contributes to a deeper understanding of scripture, theology, and spiritual practice; designs effective lesson plans using a variety of learning styles and experiences to maintain interest, build connection to daily life and promote deeper relationships while developing faith.



RIVER'S EDGE

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