



Job Description

TITLE: DIRECTOR OF CHILDREN'S and YOUTH MINISTRY

PURPOSE OF POSITION:

Lynnewood is a Reconciling Congregation of the United Methodist Church. Our worship, Sunday school classes, youth groups, Bible study and programs make a Reconciling commitment to love and support all people, including LGBTQ+. We are a church that dares to question, love, and serve. Our support extends beyond our church to meeting the needs of school children, families who have food insecurity, and those who need services such as DACA assistance.

We are looking for a Director of Children's and Youth Ministry to develop and nurture the spiritual lives of children and youth. Your role would be to help our children and youth discover their unique, God-given gifts and talents, to experience the love of God and to share it actively with one another and the world. If you want to help young people navigate the challenges and joys of life, through a maturing faith and ongoing relationship with the inclusive love of Jesus Christ, this is the job for you!

HOURS: This is a part-time, salaried position. Hours are flexible, so that you can meet children, youth and families where they are and be involved in community events. Weekly requirements are worship, youth group, and a weekly staff meeting.

SUPERVISOR: The Director of Children's and Youth Ministry works directly with the Church Pastor, with guidance from the Staff-Parish Relations Committee (SPRC)

COMPENSATION: Compensation is \$31,000-\$36,400 depending upon experience. There is an annual performance evaluation and compensation review.

JOB RESPONSIBILITIES:

1. Manage and coordinate the Christian education program for children, middle school, high school, and college students.
2. Ensure effective communication with parents and youth through phone, texting, Facebook, emails, publications, website, bulletins, etc.
3. Recruit, train, and coordinate volunteers to share in ministry.
4. Create positive community service experiences for youth and children to express their faith through service.

5. Develop and maintain contact with other Christian youth group leaders in the area. Create opportunities for joint activities.
6. Develop and manage an annual budget. Create fundraising opportunities as needed with the help of volunteers and youth.
7. Integrate children and youth into the worshipping life of the church. Support the design of periodic age-group-specific worship experiences like: Bible Sunday, Teacher Appreciation, Acolyte Appreciation, Graduate Sunday, SSP Sunday, and Family Christmas Eve Service.
8. Develop new ministries to reach new young people in our community and reach out through PUSD Community Support Committee and PFLAG.
9. Attend SPRC, Church Council, Staff meetings, and other meetings as needed.
10. Keep Safe Sanctuary records and implement policies.
11. Coordinate the Christian Education and care for infants, toddlers, and young children in the nursery, including supervision of childcare staff.
12. Administer Lynnewood's Scholarship program for graduating high school seniors, with the help of the Matthew 20 Committee.
13. Prepare and lead Children's Moment in worship 2 times per month.
14. Pastoral care for children, youth, and their families.

QUALIFICATIONS:

1. A commitment of at least 2-3 years.
2. Must have successful experience in working with and motivating youth. Relates well with youth and passionate about Christian Youth programs.
3. Preferably an undergraduate degree in Christian education with an emphasis in working with youth.
4. Strong organizational skills and communication skills.
5. Must be available Sunday mornings and evenings, and for other youth activity time frames.
6. Must pass a background check.
7. Demonstrates a history of being active in church activities.
8. Due to church rules regarding supervising and driving youth, must be at least 25 years of age.
9. Must be available for overnight and week-long summer mission trip and physically able to sleep on the floor, climb ladders, and carry 20 pounds.

Please send your resume to Office@Lynnewood.org along with the best way to contact you.

