

Statement of Work - Director of Children and Youth Ministries

PURPOSE

The Director of Children and Youth Ministries at First Church is responsible for planning, executing, and overseeing all educational and fellowship programs for young people from birth through the end of high school.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Recruit, mentor, and support lay volunteers, Sunday School teachers, and nursery/childcare staff, including conducting annual training sessions and overseeing payroll authorization. Act as a liaison with other staff and clergy, managing schedules and recruiting volunteers as needed.
2. Direct the planning and execution of educational and fellowship programs for young people at First Church, which include:
 - a. Nursery services for infants to 3-year-olds
 - b. Sunday school for students from pre-K to 12th grade.
 - c. Youth group fellowship programs and retreats
 - d. Family fellowship activities
3. Be present for all of the above activities, unless logistically impossible (i.e. when activities overlap).
4. Engage in the recruitment of young people across all age groups and assist pastors in welcoming and integrating new families into First Church, with a focus on hospitality for young attendees.
5. Contribute to intergenerational programs and activities, including leading youth participation in the annual all-church retreat.
6. Stay informed about children/youth ministry developments, including studies, trends, and resources, and share relevant information with clergy, staff, and volunteers.
7. Provide leadership for and with children and youth during the worship services.
8. Assist in planning and logistics for the bi-annual confirmation program, taught by clergy.
9. Advocate for young people in all aspects of congregational life.
10. Manage budgets and procure necessary resources for nursery, children, and youth programs.
11. Uphold and enforce the Safe Church Policy in collaboration with clergy, including conducting regular background checks and maintaining records. Assist with annual Safe Church training.
12. Serve as a conference-certified Designated Safety Officer and promote safety training among others.
13. Communicate effectively about youth events and activities with clergy, staff, parents, and the Communications Director for public dissemination.

14. Promote and organize service/outreach and worship activities for and with young people, and advocate for relevant district/conference/national events within the congregation.
15. Advise clergy as pastoral care needs arise among young people and their families.

QUALIFICATIONS

1. Strong Christian faith and commitment to advancing the mission and objectives of First Church, as outlined by pastoral staff and leadership.
2. Proven affinity and experience with youth ministries, including a minimum of two years in children and youth programming.
3. Passion for fostering faith development among children and youth and development of strong social witness for inclusive values.
4. Ability to recruit, welcome, inspire, train, and lead others
5. Knowledgeable in educational theories, diverse teaching/learning styles, and developmental stages.
6. Social, emotional, and spiritual maturity and professionalism, including the ability to work independently, on a team, and as a leader; confidentiality where appropriate; and commitment to maintaining and promoting healthy boundaries in relationships.
7. Excellent organizational and communication abilities across various formats (oral, written, digital).
8. Capacity to engage collaboratively with individuals from diverse backgrounds.
9. Fiscal responsibility.
10. General technology proficiency, including knowledge of Microsoft Office, Google Apps, social networking, and text messaging.
11. Bachelor's or 4-year degree required; preferred fields include elementary education, secondary education, Christian education, youth ministry, or a Master's degree in Christian Education or Divinity.

OTHER DUTIES AS ASSIGNED

1. Participation in weekly staff meetings (Tuesdays @ 10:30am).
2. Attendance at monthly Church Council meetings.
3. Involvement in other groups as necessary and time permits.

JOB-RELATED DECISION MAKING

- Involves financial and administrative decision-making related to children and youth ministries.

BUDGET AUTHORITY

- Responsible for the disbursement of funds within the children and youth operations budget, as well as contributing to the formulation of the budget and setting funding priorities.

TIME

.5 FTE, equivalent to 20 hours per week.

COMPENSATION

The salary range is \$28 to \$31 per hour, depending on experience. This includes paid holidays, generous PTO, and sick leave.

HOW TO APPLY

Send a resume and cover letter to jobs@firstchurchseattle.org. We will be accepting resumes until the position is filled.

EMPLOYMENT TERMS

Employment at First Church is at-will, allowing either the employee or the company to terminate the employment at any time, with or without cause or notice.

ABOUT FIRST CHURCH

We are a progressive, spiritual community advocating for the homeless and hungry, and creating a refuge for inclusive Christianity.

We're called "First Church" because we are Seattle's first congregation, established in 1853. We cherish our place in Seattle's past, present, and future.

First Church is a proud member of the Reconciling Ministries Network, a community "mobilizing United Methodists of all sexual orientations and gender identities to transform our Church and world into the full expression of Christ's inclusive love."

First Church has committed to a four-year effort at intercultural competency and anti-racism.

First Church values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, and veterans. First Church does not discriminate on the basis of age, gender, race, color, religion, sexual orientation, national origin, or disability.