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**Young Family Ministries Director**

**Position:**

Young Family Ministries Director

Part-time Salaried Position: $18-20,000 a year (depending on level of experience)

Expected Hours: 20 hours a week

Paid Vacation Time: 60 hours/year

**Accountable to:** Senior Pastor

**Job Summary:**

The Young Family Ministries Director’s primary responsibility is to develop and enhance the spiritual lives of young families. The director must provide dynamic, visionary and collaborative leadership and create an environment for ministry to children and their families ranging from birth through 6th grade. The goal is to guide and support young families as they follow Jesus Christ.

**Spiritual Requirements:**

* Be a committed follower of Jesus Christ, seeking to love, grow, and serve God.
* Understand and be able to champion and uphold the mission and values of Friendship UMC.
* Commitment to personal spiritual growth and healthy lifestyle.
* Considers this position a ministry, not a job.
* Practices healthy relational boundaries and fiscal integrity.

**Job Responsibilities:** The Young Family Ministries Director shall be responsible for the following:

**Ministry Responsibilities:**

* Recruit, train, and develop a team of volunteers, of diverse ages and backgrounds, to develop both long and short-term goals of our young family ministries at Friendship UMC.
* Develop and implement creative, exciting, and relevant Sunday school ministries for nursery thru elementary ages consistent with the mission and vision of the church.
* Develop and plan the teaching resource materials needed for Sunday school which includes grade level appropriate, weekday, family support, and transition ministries.
* Develop and implement creative, exciting, and relevant fellowship and service opportunities for young families.
* Performs other duties as may be requested or required by the Senior Pastor.

**Other Staff Responsibilities:**

* Implement and train volunteers and paid staff on Safe Sanctuary and all other child safety protocols annually.
* Work collaboratively with all church staff to promote consistent Christian-based ministries and to coordinate use of the church resources (i.e. facilities, equipment, database, calendar).
* Attend weekly staff meetings on Monday at 1 pm.
* Manage the children’s ministry budget.
* Perform administrative and other functions necessary for the children’s ministries.

**Job Qualifications and Experience**

* Associate degree or higher that includes courses in Education (preferred).
* Have a solid understanding of the Bible and relate the scriptures to children’s everyday lives.
* Previous experience in leading young family ministries and volunteers.
* Possess strong organizational and team building skills.
* Possess excellent oral and written communications skills.
* Team oriented with excellent relational skills.
* Must be proficient with Microsoft Office and display computer skills.

**Position:** Young Families Ministries Director

**Classification:** Part Time, Salaried position—average of 20 hours per week--$18-20,000 a year (experience)

**Location:** Friendship United Methodist Church, 1025 Springfield Pk, Wyoming OH 45241

**SPRC Contact**: Kristie Runyan (kristier222@gmail.com )

**Supervisor**: Senior Pastor, Rev. Vicki Robinson

**Required Times** (within the 20 hours weekly average):

* Sunday mornings: Worship and Sunday School at 10 am
* Young Family Programming: TBD by the Young Family Ministries Director
* Other Church Fellowship Events (when applicable)
* Weekly staff meetings on Mondays at 1 pm