

## **Part-Time Director of Family Ministry Jacksonburg United Methodist Church**

This person is responsible for administration, supervision, and leadership of the local church programs as related to discipleship group formation and Christian education. An average of 20 hours a week is expected. This person shall enlist the talents of lay people of the church to execute ministry as designated. This person is not directly responsible for volunteering and or executing ministries, but rather coordination of curriculum and volunteers. This person will report to the pastor and SPRC. This person should have educational training and/or experience to accomplish the following goals:

### **I. Discipleship Groups**

#### **A. Supervision**

1. Lead Intentional Faith Development (IFD) Team meetings monthly
2. Direct and coordinate the Sunday morning youth ministry with the Intentional Faith Development Team
3. Visit with/Initiate Sunday morning youth ministry classes to reinforce curriculum and presence as needed by instructors
4. Be available to teachers as a resource go to and consultant
5. Assist the pastor with "Safe Sanctuary" education and compliance practices. Maintain mandated background checks and any compliance necessary for all volunteers

#### **B. Curriculum**

1. Research and present curriculum options to Intentional Faith Development Team including (but not limited to) literature and teaching aids for all age groups.
2. Order, coordinate, and distribute materials to teachers
3. Set benchmarks and align curriculum to age-appropriate goals for confirmation etc.

#### **C. Teaching**

1. Serve as Youth Ministry Teacher on Sunday mornings only in cases of emergency. If no teachers are available, this person shall arrange for the announcement that children will stay in worship service instead of attending youth ministry.
2. Promote, schedule and implement church events and opportunities across committees.
3. Hold regular planning meetings with teachers in cooperation with Intentional Faith Development Team
4. Lead and facilitate confirmation classes in cooperation with the pastor (selection of mentors, setting up meetings, etc.)

#### D. Leadership/Training

1. Organize and conduct new teacher training when applicable
2. Work with IFD team to schedule volunteers for Sunday and all youth ministry as a whole

#### II. Vacation Bible School

- A. Work with IFD team to develop the VBS ministry leadership team
- B. Coordinate scheduling, organizing, and promoting the event
- C. Serve as main resource person for VBS leadership team, teachers, and other groups.

#### III. Youth Ministry

- A. Work with and support Junior (5-8 grades) and Senior High (9-12) and lay volunteers
- B. Promote and maintain cooperation between the youth and overall ministry of the church
  1. Attend youth fellowship on a regular basis
- C. Organize, plan, and schedule youth mission trip with IFD team

#### IV. Other Responsibilities

1. Regularly attend worship services at JUMC
  2. Serve as resource person (when called upon, or applicable) for planning special worship programs and special seasonal events for youth and families.
- A. Relationship to Others
    1. Shall enlist the talents of lay people of the church to execute the ministry as designated
    2. Attend all meetings of the Administrative Council of the church, advising on the progress, needs, success of ministries for which they are responsible.
  - B. Professional Leave/Continuing Education
    1. Develop an ongoing program for personal and professional study and growth in consultation with pastor and lay leader
    2. Reimbursement of appropriate amounts approved through the church Admin Council for yearly continuing education costs
  - C. Vacation/Sick Days
    1. Shall be eligible for 5 days of vacation/sick days per calendar year after 6 months of service

#### V. Compensation

1. A yearly salary of \$20800 (recommendation by SPRC based on 20 hours per week at \$20/hour). To apply, email: [peter@jacksonburgumc.org](mailto:peter@jacksonburgumc.org)