

FIRST UNITED METHODIST CHURCH

418 W. Touhy Ave., Park Ridge, IL 60068; 847.825.3144; www.parkridgeumc.org

Director of Children, Youth and Family Ministries (DCYFM)

FirstUMC Park Ridge:

We are a Christian community spreading God's love and welcoming all, offering spiritual growth and opportunities for compassionate service.

Our Welcoming Statement:

At First UMC Park Ridge we see all persons as created in the image of God and bearing sacred worth and dignity. We invite all persons to participate fully in the life of our church regardless of age, race, ethnic background, sexual orientation, gender identity, physical or mental condition, marital status, family situation, or economic standing.

Hours: Salaried, part-time position; non-exempt; 20 hours/week, including Sunday morning programs

Compensation: \$22,000

Job Summary/Purpose: The Director of Children, Youth and Family Ministries (DCYFM) is responsible for the development and oversight of the church's ministries of faith formation for nursery-aged children through high school students and families.

Expectations of Hours: The number of working hours per week is variable. Some weeks will require greater than 20 hours (e.g. for occasional retreats, mission trips, etc.). Some hours will be spent working outside the church's weekday business hours (e.g. weekends, evenings, Holy Week, etc.) Some hours will be spent during church business hours (e.g. for staff meetings, worship services and Sunday school, planning, etc).

Remote Work: Majority of hours are expected to be completed at the church; a minimal number of duties may be permitted for remote work.

Essential Skills:

- With a dedication to children, youth, and family faith formation, the DCYFM must possess a strong personal faith and growing relationship with God, and must model a Christ centered life.
- Needs to have a caring and dynamic personality.
- Able to respect and implement various modalities of learning and multi-intelligences of children and youth (i.e. incorporation of arts, music, crafts, performance) into program areas.
- Demonstrates experience in establishing strong relationships with young people and the ability to create engaging models of ministry for age groups from infancy through high school.
- An effective teacher and communicator with strong organizational, volunteer supervision and team building skills.
- Must be able to maintain confidentiality regarding sensitive matters of children, youth, families and individuals (except where it is necessary to ensure the wellbeing and safety of those involved).
- Must be affirming of LGBTQIA+ students and sensitive to their concerns, using preferred pronouns and language; must promote an environment of diversity and inclusion for all students.

Essential Duties and Responsibilities:

1. Serve to coordinate ministry of education and faith formation to include the selection of curriculum, recruitment of volunteer teachers, and scheduling in cooperation with pastor, staff, and Discipleship Ministries Team.
2. Serve to coordinate ministry of family nurture and faith development to include intergenerational activities (seasonal and others), arts and music related programming, mission & service projects in cooperation with pastor, staff, and Discipleship Ministries Team.
3. Develop and recruit volunteers for leadership of Sunday school classes, youth group, intergenerational events, and ministry needs.
4. Serve to coordinate infant/toddler childcare, recruit nursery care volunteers, and supervise Nursery Care Coordinator.
5. Serve to offer children's messages (or recruit youth and adults) as needed for worship, and at the invitation of the Pastor.
6. Develop and manage effective and appropriate communication channels: mail, email, text, website, social media, etc.

7. Develop and manage calendar of events, and other event planning responsibilities associated with this ministry area.
8. Manage and monitor children and youth attendance and involvement in all church related ministries and events.
9. Oversee program budget.
10. Attend and participate in staff meetings and general event ministries of the church as availability permits

Associated Responsibilities:

1. Work with pastor to develop intergenerational activities, seasonal programming, children's messages and other related church special programs and events (e.g. Children & Youth-led Sundays; Bible Sunday; Vacation Bible School, perhaps in collaboration with other local congregations; Advent Fest; and others).
2. Collaborate with the Pastor and lay leadership in fundraising efforts for Children & Youth Ministries.
3. Monitor and evaluate needs for improvements and maintenance of classrooms, furnishings and equipment used for program in cooperation with the Trustees and custodian.
4. Coordinate training in the church's Safe Sanctuary policy for all program volunteers and provides leadership for its continued usage in partnership with the Pastor and church's Staff Parish Relations Committee and Trustees.
5. Work with office staff in the coordinating of confidential background checks for program adult volunteers.
6. Work with communication and office staff members on promotional materials and social media content for ministry area.
7. Coordinate the use and upkeep of worship activity bags, child-friendly area and newcomer family information for the worship service and sanctuary.
8. Promote relevant ecumenical/community, district and conference related children, youth and family ministries (e.g. conference camping program, joint church Youth activities, etc.) within the congregation.

Minimum Qualifications:

1. Must be 21 years or older
2. Bachelor's degree (B.A.) preferred with particular emphasis in education; seminary degree is not required but is welcome.
3. Layperson, certified, consecrated or ordained person in the United Methodist denomination or other mainline Protestant denomination
4. Strong computer skills including Microsoft Office, Google Docs and the internet are required.
5. Reasoning skills: ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to problem solve and/or work cooperatively in seeking solutions.
6. Possess the ability to organize and prioritize work
7. Demonstrate excellent interpersonal skills
8. Demonstrate professional manner at all times
9. Dependability is expected
10. Will submit to three-month review and six-month review approximate to the day of hiring

Personal Qualities:

1. Possess spiritual maturity.
2. Physically able to perform the duties.
3. Appropriate dress and personal appearance is required to represent church.
4. Possess the ability to organize and prioritize work.
5. Possess a sense of mission and purpose in fulfilling this position.
6. Respectful, friendly, and exhibits appropriate levels of professional confidence.
7. Accept the "Open Hearts, Open Minds, Open Doors" mission of The United Methodist Church.
8. Able to self-monitor, initiate and provide feedback for goal-setting and job development.

Relationships:

The Director of Children, Youth, and Family Ministries (DCYFM) is hired by the Staff Parish Relations Committee who sets compensation, reviews job performance and decides upon issues of compensation and termination.

Reports to the Pastor.

Letter of interest, resume, and references may be sent to Amy Lane: office@parkridgeumc.org. No phone calls, please.