

## SPIRIT OF HOPE UNITED METHODIST CHURCH

### Youth and Family Minister ~ Position Description

**General Description:** The person in this position will coordinate activities within a Christian curriculum for youth from pre-school through 9<sup>th</sup> grade. Such activities will include, but not limited to:

- Sunday School program
- Vacation Bible School
- Kids for Christ (3<sup>rd</sup>-5<sup>th</sup> grades)
- Camps
- Mission Trips
- Retreats
- JUMY (United Methodist Church statewide gathering for worship, learning, fellowship and fun)
- Christmas Program in collaboration with the Music Department
- Other activities as needed

In addition, the person will be responsible for coordinating events for families to encourage connection, support, and friendships. This position will be supported by the Education Committee, Pastor, Administrative Assistant, and the Congregation.

#### **Key Responsibilities:**

##### Planning (20% of time)

- Oversees overall operations of youth and family ministry
- Maintains supplies and appropriate learning environments
- Communicates and promotes programs ~ *Voice* articles, following-up with families, post-cards, web presence, e.g., Facebook
- Develops and strengthens existing resources to supplement curriculum, e.g., workbook, magazines, videos, etc.
- Recruits, trains, supports and evaluates teachers/volunteers for the youth and family activities
- Provides enrollment procedures and keeps attendance records of educational groups
- Tracks expenditures for budget reporting
- Attends staff meetings as needed; to attend the Education Council meetings; and maintain regular office hours

### Implementation (40% of time)

- Provides whatever educational curriculum required for activities, e.g., Sunday School, Vacation Bible School
- Leads opening time for youth and family activities with singing, devotions, etc.
- Provides support for teachers/volunteers for the youth and family activities
- Knows the children, youth and families by name and promotes the inclusion of children, youth and families in the total Church ministry
- Assists in recognizing milestones for 3<sup>rd</sup> grade Bibles, confirmation, graduations, etc.

### Youth and Family Program Support and Activities (40% of time)

- Provide support to the youth program and activities by assisting with event communication, budget analysis, and other administrative activities
- Other duties as assigned to ensure a successful outreach program to the Church's children, youth, and families.

### **Qualifications:**

- At least one years' experience in either teaching, youth ministry, or child, youth, or family services
- Bachelor's degree in Christian Youth and Family Services, education, child/adolescent development, or other related field is preferred

### **Knowledge/Skills/Abilities:**

- Willingness to learn and understand the United Methodist Church and curriculum for children and youth.
- Embraces philosophy and policies shaping the educational ministry of Spirit of Hope, which includes *Seasons of the Spirit* curriculum
- Able to describe personal relationship with God through a faith statement
- Has basic Bible knowledge through attendance at Sunday school, Bible classes, and the ability to teach others about the Bible
- Demonstrated passion and energy for children, youth, and families
- Relationship and team building
- Planning and organizational skills
- Flexibility
- Proficiency with basic computer programs
- Initiative, self-starter
- Listening
- Creative (can see a variety of solutions to problems that are fun, fresh and innovative)

**Evaluation:** An annual evaluation will be conducted by the Pastor and Staff Parish Relations (SPR) Committee with input from the Education Council.

Send a letter of interest and resume to:

Pastor Edward DuBose  
Spirit of Hope United Methodist Church  
7600 Harold Avenue  
Golden Valley, Minnesota 55427

Or email  
[edwindubose@gmail.com](mailto:edwindubose@gmail.com)

**DEADLINE FRIDAY, JANUARY 27, 2012**