**Type of Position**

Paid Position - Employee

**Compensation**

$18.00 per hour up to 7.5 hours per week

**General Description**

The Director of Children, Youth and Family Ministry (hereafter DCYFM) will develop, direct, administer, and provide oversight to programs for children from birth through the completion of 12th grade and their families. These programs exist to develop family members into deeply committed, biblically literate followers of Christ. DCYFM ensures that these ministries are faithful in following Jesus Christ, timely, and top-quality. The preferred person has skills in teaching and demonstrates the ability to organize volunteers to do the ministry of teaching. This person also has an important role in ministering to teachers and volunteers.

**Regular Responsibilities and Duties**

* In consultation with the Lead Pastor, the DCYFM oversees selection of and implementation of curriculum for Sunday School and confirmation.
* Identifies and recruits volunteers to serve as teachers for Sunday School, confirmation, mission trips, service projects, Parents Night Out, and other ministries and events as planned, providing coverage personally when volunteers are unavailable.
* Is aware of events, training, service, and other opportunities available for youth and church leaders through the Desert Southwest Annual Conference and the East District, recommending and attending these events as appropriate.
* Attend workshops or conferences in ministry related areas, staying informed of new and effective ways to implement and lead CYFM.
* Provides training opportunities for teachers and volunteers, including comprehensive Safe Sanctuaries training, and providing list of volunteers for background checks per Safe Sanctuary Policy.
* Periodically reviews Safe Sanctuary Policy with CYFM team, updating it asneeded in consultation with the Leadership Board.
* Supervises nursery attendants and coordinates volunteer coverage as needed.
* Oversee communication with parents regarding CYFM, including but not limited to social media, weekly church emails, brochures, etc.
* Review and submit annual budgetary needs to the Leadership Board, overseeing the budget throughout the year in consultation with the Treasurer and Leadership Board.
* Coordinates facility scheduling with church Administrative Assistant.
* Attend and represent this ministry area at staff meetings and the Leadership Board.
* Accept and complete other duties and responsibilities as assigned by the Lead Pastor and/or Leadership Board.

**Qualifications / Necessary Work Skills**

* Be a Christian, demonstrating their personal faith, ideally understanding of the mission and vision of The United Methodist Church in general and Song of Life specifically.
* Bachelor’s degree in Education, Religious Studies, or related field preferred but not required.
* Prefer experience related ministry fields, with preference for The United Methodist Church background.
* Demonstrates ability to work with and across the range of ages and abilities related to the CYFM, including children, youth, and parents.
* Communicates positively, consistently, and effectively with people of all ages and abilities.
* Excellent organizational skills and ability to take initiative in implementing strategies.
* Ability to maintain confidence to protect the reputation and integrity of others, while recognizing and abiding by need to break confidence when risk of harm is identified.
* Able to interface effectively with Lead Pastor, SoL Staff, congregation, and other leaders in the church.
* Background check required in accordance with Safe Sanctuary Policy.

**Communication and Supervision**

* The DCYFM reports to and is supervised by the Lead Pastor.
* The DCYFM will be evaluated annually by the Lead Pastor and the Leadership Board. Should the DCYFM feel mistreated by the Lead Pastor, any staff, church member, or committee in the congregation, they may discuss any grievances confidentially with the designated member of the Leadership Board.
* The DCYFM is accountable to the Lead Pastor for time-off for illness and emergencies.
* The DCYFM turns in a biweekly timecard to the Treasurer after approval by the Lead Pastor.