

*Port Huron First United Methodist Church*

**Director of Children, Youth, and Family Ministries**  
Position Results Description (PRD)

The Mission of Port Huron First UMC

*To make disciples of Jesus Christ for the transformation of the world*

Necessary Qualities of Employee

1. Must have an active personal faith in Jesus Christ as Savior and Lord.
2. Must possess a passion for working with and ministering to children and youth, undergirded by a commitment to helping them mature into disciples of Jesus Christ.
3. Must be able to effectively communicate with parents/guardians of children and youth.
4. Must be able to communicate with and relate well to children and youth.
5. Must work well as part of a team (staff) as well as develop and lead teams of people in the area of children and youth ministry.
6. Be able to work as a servant leader under the guidance of the Lead Pastor and be committed to the vision and mission of Adrian First United Methodist Church.
7. Agrees with and supportive of a general United Methodist ethos
8. Organized and able to effectively oversee simultaneous multiple tasks/projects

Areas of Responsibility & Oversight

1. Sunday School: pre-K – 12<sup>th</sup> grade
2. Youth<sup>1</sup>: 6-12<sup>th</sup> grade
3. Where applicable, families of our children and youth
4. Weekday children/youth discipleship
5. Confirmation Class

Primary Goals of the Position:

1. To build up and equip people to be leaders in the areas of children and youth ministries.
2. To disciple our children (birth through grade 5), youth (grades 6-12), and their families *so that* they are able to move in the direction of being committed followers of Jesus Christ.
3. To effectively lead and direct our congregation's ministry to people from birth through high school graduation.

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<sup>1</sup> This job description does not designate what ministry to middle through high school students will entail or look like. We recognize that these details probably require a high level of adaptability and fluidity. What matters most to us is that youth within and outside of our congregation are experiencing and being transformed by the love and grace of Jesus Christ, and that they are putting their faith into action.

# Director of Children, Youth, and Family Ministries

## Position Results Description

**KEY RESULT AREA #1: Leadership Development<sup>2</sup>** (Equipping God's people for the work of serving and building up the body of Christ -- Ephesians 4:12)

Supporting Goal:

To utilize the spiritual giftedness of the congregation so that the local body of Christ is strengthened through the development and deployment of lay servant leaders.

*Performance Standards:*

1. Recruit and lead at least two ongoing ministry teams of 3-5 people to help administer the work of children and youth ministries. Other teams (ongoing or temporary) may be created as necessary (eg. Vacation Bible School, after school programs, kitchen crews, High School Graduation Breakfast, etc.).
  - a. Team 1: oversee children's ministries
  - b. Team 2: oversee youth ministries (including confirmation class)
2. Recruit Sunday school teachers (for the purpose of rotating as needed) by 2-3 weeks prior to the beginning of the school year.
3. Recruit enough nursery workers so that they may rotate every other week.
4. Recruit confirmation class leaders at least 1-2 months before class begins.
5. Meet with Sunday school & confirmation class teachers/leaders at least quarterly for the purpose of support, training, and program development.
6. As designed and directed by the Youth Ministry Team, recruit and provide for ongoing training of youth group lay servant leaders.
7. Develop a cadre of lay servants who will undertake occasional logistical tasks, such as setting up chairs, shopping, etc.
8. Utilize and keep up to date a spiritual gifts inventory for the purpose of teacher/leader recruitment.
9. Actively work to expand the number of lay servant leaders who are utilized in the areas of children and youth ministries.
10. Be present before, during, and after Sunday school for the purpose of providing necessary leadership.
11. Arrange for *Safe Sanctuary* training for all new teachers, leaders, and those who will have contact with children and youth.

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<sup>2</sup> Leadership development is the primary work of this position. All program staff is expected to develop their ministries by equipping lay servant leaders to do much of the work of ministry. It is the expectation that paid program staff will not do the work by themselves, especially in areas of work that do not require the unique skills and giftedness of this position.

## KEY RESULT AREA #2: Discipleship

### Supporting Goal:

To cultivate a safe, loving, and creative learning environment for our children and youth so that they are able to grow and become committed followers of Jesus Christ.

### *Performance Standards:*

1. Look for and create opportunities to be a “bridge” from our church to the surrounding community. (e.g., fostering relationships with leaders at nearby schools)
2. Develop and foster relationships with persons outside of our church.
3. Regularly pray for the children, youth, and families under my spiritual care.
4. Foster ongoing and encouraging relationships with all of the youth in our congregation.
  - a. When possible, attend the events in our youth’s lives (sports, music, etc.) [Note: since attending these events is part of the job responsibilities, time spent in this manner may be applied to one's weekly work hours]
  - b. Participate in all youth service projects/mission trips
5. Work into the overall ministry strategy<sup>3</sup> opportunities for children and youth to:
  - a. grow their faith (e.g., Sunday school, VBS, UMYF, youth discipleship groups, etc.)
  - b. express their faith (e.g., mission trips, outreach events, etc.)
  - c. have fun together!
6. If applicable, arrange for Confirmation Class mentors
7. Ensure the implementation of *Safe Sanctuaries*, including doing background checks of all persons who have contact with children and/or youth.
8. Develop and implement a plan for welcoming and following up with guest children/youth/parents.
9. <sup>4</sup>In conjunction with the Trustees, develop and implement a plan for secure Sunday school check-in and check-out.

## KEY RESULT AREA #3: Management

### Supporting Goal:

To supervise the work of lay servant leaders and perform the duties of my position so that the goals and objectives of the children and youth ministries effectively fit into and fulfill the mission and vision of PHFUMC.

### *Performance Standards:*

#### **Sunday School & Nursery:**

1. For September through May, create the teacher/nursery worker schedule in multiple-month blocks and have that available to them before beginning of that block of time.
  - a. The September-December schedule will be distributed in late August.
  - b. The January-March schedule will be distributed in December.

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<sup>3</sup> Strategies are things like VBS, Trick or Trunk, Easter Egg Hunt, Confirmation class, summer picnics, etc. These programs and events are not ends in and of themselves; they are means toward a bigger end of developing followers of Jesus Christ. Some strategies may remain over time while others may be replaced as necessary.

<sup>4</sup> Once this performance standard has been accomplished, it will be removed from this PRD.

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- c. The April-May schedule will be distributed in March.
2. Choose the general lesson themes<sup>5</sup> in 2 or 3-month blocks. For example, identify the lesson theme/focus for September-November, December-February, March-April, May-June.
3. Prepare all Sunday school lessons in monthly blocks, and have those lessons available to the teachers at least 1 week before the beginning of that block.
4. Order all curriculum and necessary supplies at least 3-4 months ahead of the scheduled event.
5. In conjunction with the pastors, help plan the fall worship service during which all the teachers/leaders will be commissioned and 3<sup>rd</sup> graders will receive their Bibles.
6. Order student Bibles by August 1. Work with the pastors to decide on the particular Bible to be given to students for each grade level.
7. In conjunction with the pastor, help plan the spring worship service during which all the teachers/leaders will be recognized and given a gift of gratitude.
8. Choose and purchase teacher gifts by May 1.
9. In conjunction with the Director of Music and pastors, ensure that a children's choir sings in worship at least once a month, October-May.
10. In conjunction with the pastors, arrange to have the children participate in Holy Communion on the Sunday's when it's being celebrated in worship.
11. If needed, ensure that a child-care worker is in place for the chancel choir rehearsal for each week. It is expected that the Director will only fill-in in cases of emergencies.
12. Ensure that there are 2 workers in the nursery each week, year round. One of these workers must be an adult. The second may be a high school student. It is expected that the Director will only fill-in in cases of emergencies.
13. Ensure that all classrooms are stocked with needed materials and supplies before each class session.
14. Ensure that the toys in the nursery are cleaned & disinfected weekly.

#### **Youth/Youth Group**

15. Order all Confirmation Class materials at least 1 month before the start of session.
16. Oversee the planning and carrying out of a yearly event to recognize high school and college graduates.
17. *At this time, a critical part of the job will entail the design and development of a ministry specifically to and for our Middle and Sr. High youth. This PRD does not stipulate the details of what that ministry will "look like" or how it will be carried out. It is expected that the Director will have an active role in developing this ministry with the help of a Youth Ministry Team, possibly leading it, and eventually training others to lead. The performance standards related to this ministry will be incorporated into this PRD as the youth group is developed.*

#### **General**

18. Arrange for childcare for all church events.
19. Do background checks on all persons who have contact with children or youth

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<sup>5</sup> For the sake of keeping things fresh, it is recommended that Bible stories be limited to being used twice in a two year period.

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20. Should the need arise that a paid childcare worker is hired, oversee the work of that worker.
21. Write and submit monthly articles for the *Tower Chimes* as it relates to the children's and youth ministries.
22. Keep up to date all web pages related to my area of responsibility
23. Maintain the Education Resource Room
24. Ongoing and regular communication with parents and guardians

#### **KEY RESULT AREA #4: Administration**

##### Supporting Goal:

To oversee and give direction to the children and youth ministries for the fulfillment of the mission and vision of PHFUMC.

##### *Performance Standards:*

1. Develop & implement ministry goals, objectives, and strategies which are in-line with the mission and vision of PHFUMC
2. Develop annual budgets for all the areas of my responsibility and submit to the church Treasurer by Nov. 1 of each year.
3. Actively promote United Methodist Camps
4. As necessary, in conjunction with the Trustees, oversee the development (and updating) of policies related to my areas of responsibility.
5. Develop and implement an appropriate course of material for Confirmation Class.
6. Keep an accurate and up-to-date track of all expenses related to my area of ministry.

#### **KEY RESULT AREA #5: Position Management**

##### Supporting Goal:

To manage my position purposefully so that I personally understand my role, experience the benefits of proper management, and lead the ministry area of children and youth as a faithful steward of the household of God.

##### *Performance Standards:*

1. Attend and participate in all staff meetings for the full duration of the meeting.
2. Attend and participate in periodic staff retreats as they are called for the full duration of the retreat.
3. Meet monthly with the Pastor for the purpose of planning and position management.
4. Meet quarterly with the Pastor for the purpose of review of and setting of goals and objectives, and plans of action.
5. Maintain an average of 40-50 hours of work each week.
6. Take my full vacation time each year.
7. Attend at least one continuing education (in my area of responsibility) event each year. Other education/enhancement opportunities may be discussed with the Lead Pastor.

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8. Engage in ongoing professional development in the knowledge and understanding of ministry to children and youth through the reading of 2-3 books and 1 periodical each year.
9. Limit my evenings at work to an average of 2-3/week.
10. Develop plans of action as requested by the Lead Pastor.

**Reporting Relationship:** Reports to the Staff-Parish Relations Committee.

Employee will be assigned a liaison from the S-PRC who will be a confidential link between the employee and the committee. Though not in the position of supervisor for the sake of official decision-making in regard to the employee's job performance, because the Pastor has the most constant contact with lay employees, the pastor will always be an active participant in discussions and decisions in regard to the job performance of lay employees.

**Hours:** Full-time

**Benefits:**

- Financial stipend which may be used for health care coverage
- Continuing education
- Paid vacation as outlined in the Employee Handbook

**Initial Term of Employment:** New employees are initially hired for 6 months, at which time there will be a review of the job performance. At that time, the S-PRC has the option to make the position permanent, initiate another 6-month trial period after which another review and a decision made regarding the employment relationship.