Director of Children, Youth & Family Ministries

Saint Matthew's United Methodist Church in Acton, MA announces a job opening for a visionary Director of Children, Youth, and Family (CYF) Ministries. As a Reconciling Congregation, we welcome and support all people in their faith journey, regardless of age, physical condition, race, gender, sexual orientation, or class.

**Job Type:** Part-time position (20 hours/week; 46 weeks/year; dates to be mutually determined).

**Salary:** $22,500 to $25,500/year dependent on education and experience, with 2 weeks paid vacation. Preferred Start Date: March 2020.

**Minimum qualifications** include a Bachelor's or Master’s Degree in Children/Youth Ministry, Religion or Education, or equivalent training and experience; three+ years experience in children, youth, or family ministry; excellent administrative and organizational skills; interpersonal, communication, and teaching skills; communication and interpersonal skills; experience in a church environment; an active and growing relationship with God and a desire to serve others in Christian love.

**To apply:** Send a cover letter, resume, and three letters of recommendation to office@saint-matthews.org. Subject: Director of Children, Youth, and Family Ministries. One letter of recommendation should be from a former supervisor. The application deadline is February 10th.

**Job Information**

*Classification:* Program Staff; Salaried; Part-time.

*Supervision:* By the Pastor through regular staff meetings, and by the Staff Parish Relations Committee through annual performance reviews, and through regular check-ins with a Staff Parish Relations liaison.

*Work Schedule:* Sunday, some weekday evening meetings, and other times as arranged.

*Employment Status:* The Director of Children, Youth, and Family (CYF) Ministries will provide four weeks notice of their intention to terminate employment with St. Matthew's. Likewise, St. Matthew's will provide four weeks notice of its intention to terminate the employment of the Director of Children, Youth, and Family Ministries.

**Personal qualifications:**
- Passion for working with children, youth and families in a faith community
- Welcoming, inclusive and hospitable to all, and supportive of St. Matthew's stance as a reconciling congregation
- Self-starter and initiator with excellent follow-through
- Able and willing to work with the pastor and lay leaders of the church as needed (team player)
- Committed to and skilled at building teams, training, and working alongside others to achieve goals
- Empowering others to develop and use their gifts and leadership skills
- Positive outlook and visionary mindset, creative, and resourceful
- Appreciative of the polity and theological traditions of the UMC
- Flexible and able to adapt to the changing needs of the congregation
Primary Responsibility:

Provide leadership for children/youth ministries and train laity for involvement in this ministry, so that together we ensure that the spiritual, educational and formational needs of children and youth are met and that they are actively involved in the life of the congregation. Work in partnership with the Children’s Ministry Team and the Youth Ministry Team to develop and cast a vision for CYF Ministries, and to keep that vision before the whole church.

To achieve this, the applicant will work with lay leaders in these ministry areas to:

- Set & achieve tangible goals in concert with the ministry’s vision.
- Be present on Sundays to attend to whatever needs arise for programs.
- Choose an engaging and creative Sunday School curriculum and recruit and train leaders.
- Create, plan and coordinate special seasonal events for children, youth and families.
- Coordinate appropriate multi-age and intergenerational activities.
- Provide opportunities for the spiritual growth of families.
- Develop and implement a strategy to advertise and communicate the CYF programs to the St. Matthew’s congregation and the wider community.
- Plan and organize opportunities for youth to be involved in missions both near and far.
- Promote awareness of and participation in United Methodist District and Conference youth events and camps, e.g., Mission of Peace, Taize trips, church camps, inner-city immersions.

Nurture an environment where faith, hope, love, and joy abound:

- Foster an environment where children and youth look forward to participating and building lasting memories.
- Build and nurture relationships with children, youth and their families.
- Create a culture where children and youth desire to invite their friends and family, and new visitors are warmly welcomed and included.
- Coordinate the inclusion of children/youth during worship services.
- Celebrate “life milestones” with students, parents, the congregation, and the community.

Provide a Safe and Welcoming Environment:

- Ensure all children’s and youth facilities and spaces are maintained in a neat and orderly fashion.
- Follow St. Matthew’s Safe Sanctuary procedures for all children/youth programming.
- Oversee the Nursery Supervisor to ensure that our nursery provides a safe and welcoming place for our youngest members and to ensure appropriate nursery staffing for Worship and other church events as needed.

Administrative Tasks to Support Our Children and Youth Ministry Programs:

- Guide robust Children and Youth Ministry Teams.
- Report to and work with the Pastor and engage with other staff, laity, and ministry areas as needed.
- Attend Church Council meetings as needed.
- Prepare the annual budget request for Children and Youth Ministries and supervise expenditures.
- Prepare a brief report on these ministries for the annual church report for Charge Conference.
- Participate in continuing education programs related to Christian education and children/youth ministries. (Continuing education funds are available.)