

# Wesley United Methodist Church 1164 San Bernard Street

**Austin, Texas 78702**

[wesleyunited.org](http://wesleyunited.org)

**JOB TITLE:** Children & Youth Ministry Director

**JOB LOCATION:** Wesley United Methodist Church/Austin, TX

**FLSA STATUS:** Part-time/Contract (10 Hours per week)

**REPORTS TO:** Senior Pastor

# POSTION SUMMARY:

Provide spiritual Christian leadership, vision & direction for an effective Children & Youth Ministry.

# MAJOR RESPONSIBILITIES:

* Assist in developing and implementing a long-range vision and plan for the Children and Youth Ministries.
* Assist in recruiting, training, directing and meeting regularly with volunteers to augment the Children’s and Youth Ministries.
* Facilitate Youth Sunday School Programs. This includes programming, curriculum planning, instruction and periodically leading worship.
* Participate on the Council of Ministries and attend their scheduled meetings when requested.
* Attend District and United Methodist sponsored leadership events when appropriate or requested.
* Assist in the planning and preparation of quarterly Children and Youth led worship services, including writing the order of service and periodically leading worship.
* Facilitate communications with parents and other church leaders that interface with the children and youth to include a monthly calendar of events and education topics
* Seek input from youth and parents and include them in the planning of events and activities.
* Benchmark other Youth Ministries for best practices.
* Improve the Youth Ministry participation in District sponsored events where appropriate.
* Ensure the Youth are involved in stewardship and evangelism, including regularly scheduled outreach activities and participation with other youth groups.
* Provide or arrange counseling services to youth and parents as required or requested.
* Plan special programs on key holidays to involve entire children/youth ministry.
* Plan and execute 6-8 week Confirmation Class with ceremony at conclusion.

# SKILLS AND ABILITIES

* Ability to structure & teach biblically based curriculum for Children & Youth church
* Knowledge of & practices the ethical standards of the United Methodist Church
* Excellent organizational skills.
* Demonstrated ability to recruit & train volunteers & work positively with youth and adults.
* Ability to work in a team environment, and interface with diverse groups.
* Strong oral, written, visual media presentation skills.
* Ability to operate standard office equipment & software, i.e. computer, Office Suite
* Ability to lift 25 pounds

# EXPERIENCE

* Training, knowledge and experience in the area of child/youth development.
* Experience operating in a fiscally constrained environment with ability to optimize resources and talent.
* High School Diploma, required. BS degree preferred, not required.
* Valid Motor Vehicle License, required; Valid Texas Driver’s License, preferred

Wesley UMC is an equal opportunity employer Must pass a drug screening and background check

***Please Contact: (512) 478-7007 or*** [***thedeskofwesley@sbcglobal.net***](mailto:thedeskofwesley@sbcglobal.net)