

Director of Children's and Youth Ministries  
First United Church (Bloomington, Indiana)  
January 2022

Reports to: Senior Minister  
Status: Part Time, 15 hours/week  
FLSA: Nonexempt

### **Job Summary**

First United Church is a progressive and inclusive community of Christian faith, welcoming and affirming all types of children, youth, and families. The Director of Children's and Youth Ministries is responsible for creating, planning, and leading the children's and youth faith formation programs at First United Church. There should be a comprehensive approach to the development and implementation of the children's and youth ministries based on the understanding of the primary task to: love children/youth where they are; encourage them in developing their concepts of God, religion, and spirituality; provide them with opportunities for nurture and growth; and challenge them to respond to the call to serve in their communities and world.

### **Essential Functions:**

1. Manage all aspects affiliated with the Nursery, Children's Learning Time (CLT), and Youth Group (YG) programs such as:
  - a. Develop and deliver education materials for CLT and YG
  - b. Supervise, recruit, schedule, and provide support for CLT teachers and nursery-care providers by ensuring that all teachers/providers have met our child protection policy processes and offering necessary training, information, and materials to orient them to the policies, processes, and curriculum
  - c. Lead regular Youth Group meetings and plan age-appropriate outings/gatherings
  - d. Organize and maintain a good base of supplies (e.g. for curriculum, crafts, snacks, etc.)
  - e. Lead an annual evaluation review of the curriculum (whether purchased or created)
2. Work with the Board of Christian Education and other ministries in the church to plan and execute additional programming for children and youth, which may include: Vacation Bible School, Church Hayride, Easter Morning Festivities, Hanging of the Greens, and Family Fridays.
3. Attend scheduled Board of Christian Education meetings and any other meetings as required by the Senior Minister.
4. Foster relationships with the children and youth, their adult caregivers, the congregation, and the community at large in meaningful and connected ways that are not limited to Sunday morning interactions.
5. Communicate with office staff providing a timely and accurate schedule of children's and youth activities. Inform the congregation of children's and youth activities, development, and growth using the appropriate vehicles provided by the church (e.g. monthly newsletter, special mailings, posters, bulletin announcements, web page, verbal announcements, etc.); at minimum, prepare monthly articles for the "First News" Newsletter that are relevant to family, children, and youth ministries of First United.
6. Lead "Children's Time" during Sunday morning worship and participate in additional worship preparation and leadership as requested by the Senior Minister.
7. Perform other tasks and assignments as assigned.

### **Minimum Qualifications:**

1. Bachelor's Degree in Education or Religious Studies (or equivalent)
2. Current First Aid/CPR certification
3. Comply with First United Church's Safe Church policies, including an annual background check
4. A passion for and experience working with children/youth
5. A vision and a demonstrated ability to plan, develop, coordinate, manage, and implement children's and youth ministries

### **Physical Requirements:**

1. Able to move freely throughout church campus.
2. Able to speak in a public forum.

### **Core Competencies:**

- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
- **Conflict Management:** Understands the dynamics of human negotiation among conflicting interest groups and how to achieve mutual agreement; embraces constructive conflict as a means to promote growth; reads situations quickly; can find common ground and get cooperation with minimal anxiety.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest, and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs including celebrating and welcoming all gender identities, ethnicities, races, abilities, sexualities, and other qualities, and embracing an anti-racist and anti-sexist mindset.
- **Motivating Others:** Creates a climate in which people want to do their best; can motivate volunteers and members; empowers others; invites shared input and decision making; makes each individual feel that their work is important.
- **Teaching:** Designs effective lesson plans and facilitates learning experiences in both small and large group settings; selects teaching topics that are relevant, provocative and contribute to a deeper understanding of scripture, theology and spiritual practice; uses a variety of teaching topics to maintain interest and build connection.
- **Verbal and Written Communication:** Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the

essence of the message, depending upon the circumstance and the listener. Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.

**Hours and Compensation:**

1. 15 hours per week; Sunday mornings and regular weekly hours to be determined in consultation with the Senior Minister, with advice of the Board of Christian Education.
2. Current salary is \$20.00 per hour.
3. \$200.00 per year for work-related expenses (e.g. mileage, continuing education, books, etc.).
4. Vacation—two weeks per calendar year, with pay, dates to be coordinated with and approved by the Senior Minister. Vacation time does not roll over from year to year; vacation time that is unused at the end of the year is forfeited. Vacation pay will be prorated upon termination.

**To apply, submit a resume and cover letter to:**

**Lisa Stanger, Office Manager**  
**First United Church**  
**2420 E. Third Street**  
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