

GraceWay Church Director of Youth and Children

Job Description

PURPOSE

The GraceWay Church Director of Youth and Children is responsible for oversight, administration, and evaluation of Children's (Nursery through 6th Grade, including Awana) and Youth (7th – 12th grade) Ministries at GraceWay Church.

QUALIFICATIONS

- An active, dedicated, mature Christian man or woman striving for excellence in life and ministry as evidenced by a pattern of integrity and a love for Christ, the gospel, and the Scriptures.
- A passion for seeing parents equipped and their children and youth integrated into the family of believers.
- If married or a parent, models God-honoring relationships with his/her spouse and/or children.
- Able to fully embrace the vision, values, and statement of faith of GraceWay Church, and will participate as an active member in good standing.
- Self-motivated leadership with a proven ability to build a team by recruiting and developing volunteers, and communicating vision to others.
- An energetic team player with strong people skills for all ages.
- Able to relate to junior high and high school students, and to mentor them to spiritual maturity and provide biblical advice and counsel.
- Good administrative, organization, communication and follow-through skills.
- An understanding of child educational development.
- Relevant secondary training and/or experience (i.e., in youth and/or children's ministry, or classwork in Christian Education or Bible).

ESSENTIAL FUNCTIONS

YOUTH MINISTRIES (approx. 40%)

- Plan, prepare, and execute with the help of adult volunteer staff all weekly large group gatherings of students (Sunday morning and mid-week programming) for teaching and relationship building for the purpose of student spiritual growth.
- Recruit and train adult volunteer staff to guide, lead, and supervise the students.
- Organize and plan other activities (e.g., retreats, conferences, mission trips, etc.) as needed for outreach, service, fellowship, and worship.
- Recruit and disciple qualified students for leadership training, helping them to replicate a discipleship model with their peers.
- Network with various schools and parachurch ministries within our district and community.

CHILDREN'S MINISTRIES (approx. 30%)

- Strategically oversee and develop Children's Ministry weekly programs (Sunday School, Children's Church, Nursery, Awana) with the help of volunteer coordinators.

- Recruit, lead, guide, and equip Children's ministries coordinators, casting vision and providing direction for the spiritual growth of the children and the equipping of their parents. Coordinators in turn recruit for each individual ministry.
- Coordinate and plan staff development for coordinators, teachers and other volunteers.
- Collaborate with other ministries (Worship Arts, Outreach, etc.) to prepare for seasonal outreach and ministry events (e.g., Live Nativity, Egg Hunt, VBS, etc.).

PARENTS AND FAMILIES MINISTRY (approx. 10%)

- Collaborate with adult ministry leadership on efforts to equip parents of children and youth.

ADMINISTRATIVE DUTIES (approx. 20%)

- Facilitate communication between ministry coordinators, volunteers, student participants, church family, staff, and church leadership.
- Oversee curriculum evaluation and selection process, ensuring use of doctrinally sound and age appropriate materials. Provide cohesive curriculum with a vision for complete discipleship of individual youth and families.
- Oversee administration of the Child and Youth Protection Plan, including screening and training of all staff and volunteers who work with children and youth.
- Prepare annual financial budget for Children's and Youth ministries with input from others, and oversee all spending within these budgets.
- Purchase (or delegate the purchase of) needed supplies and equipment.
- Manage transportation essentials (e.g., bus maintenance, insurance, and driver qualifications).

ACCOUNTABILITY

The Director of Youth and Children shall work under the supervision of the Lead Pastor or a supervisor designated by the Lead Pastor.

WORK SCHEDULE

Full time salaried position.