



**OLIVET UNITED METHODIST CHURCH**

**DIRECTOR OF YOUTH and CONGREGATIONAL LIFE MINISTRY**

**JOB DESCRIPTION**

**EMPLOYMENT START DATE:** January 1, 2017

**CONTACT INFORMATION:** Address: 310 E. Chestnut Street, Coatesville, PA 19320  
Phone: 610-384-5828  
Email: office@olivetumc.org

**REPORTS TO:** Staff/Parish Relations Committee Chair

**SUPERVISOR:** PASTOR – For Daily Ministry Accountability

**HOURS:** Approximately 10 - 15 Hours/Week (Part-Time Position)

**WEBSITE:** [www.olivetumc.org](http://www.olivetumc.org)

**NEEDED COMPETENCIES; BEHAVIORS; SKILLS**

The Director of Youth and Congregational Life Ministry is responsible for the oversight and management of all children and youth programming and education. To achieve this the Director of Youth and Congregational Life Ministry needs to demonstrate the following:

- 1) Recruit, retain and train all types of volunteers to organize, lead, and implement adult, children and youth ministries.
- 2) Create and implement all types of marketing plans to reach a variety of local and non-local audiences of both adults, children and youth.
- 3) Create and deliver enticing presentations for children, youth and adults to get involved in church activities.
- 4) Create and deliver leadership training for staff and volunteers involved in children, youth, and family ministry.
- 5) Clearly communicate your Christian faith and journey.
- 6) Provide encouragement, support and mentoring to children, youth and volunteers, as needed.
- 7) Provide emergency support to children, youth and families in crisis, as needed, by engaging the appropriate trained individuals and organizations.
- 8) Create engaging children, youth and family group meetings, Bible studies, communicant classes, mission trips, children, youth and family activities that are fun. These activities should enable children, youth, and families as well as the leaders and volunteers to grow in their faith.
- 9) Continually educate yourself in children, youth and family ministry, the Bible, faith, worship, UMC Discipline, leadership and theology in general.

## TASK DESCRIPTION

The Director of Youth and Congregational Life Ministry is responsible for the oversight and management of all children, youth and family programming and education to include, but not limited to, the following:

- 1) Create a vision plan for children, youth and family ministry at Olivet UMC.
- 2) Lead organizer for children, youth and family spiritual growth and social activities.
- 3) Recruit, equip, train, and retain volunteers for children, youth and family ministry programs.
- 4) Create and implement a yearly spiritual growth and social programming calendar for children, youth and families to include group nights, Bible study, mission activities, on-site and off-site activities, etc.
- 5) Conduct and/or coordinate Youth Group meetings.
- 6) Create new ministries and opportunities for children, youth and families.
- 7) Create a communication plan to directly invite local youth, other church youth, and friends of youth to attend any children and youth church related activities.
- 8) Oversee and/or organize off-site youth and family activities.
- 9) Oversee and/or conduct a youth Sunday school class.
- 10) Maintain a page on the church website for children, youth and families as well as utilize social networking opportunities as an outreach tool.
- 11) Attend continuing education events at the UMC district and conference levels as well as other continuing education opportunities.
- 12) Encourage youth and adults to be involved in worship, UMC district & conference events, and summer camps.

### Other Duties

- 1) Attend weekly meeting with the church Pastor.
- 2) Attend Olivet's weekly worship service.

## JOB REQUIREMENTS

- Two or more years of experience with children, youth and or family ministry church related activities.
- Two or more years' experience as staff or volunteer in a children, youth and/or family leadership setting.
- Undergraduate degree in children and/or youth related field or equivalent CEU training or training in a recognized training institution for children, youth and/or family ministry.
- Current Pennsylvania Clearances (Child Abuse and Criminal Record) per Olivet UMC "Safe Sanctuaries Policy."

## JOB CLASSIFICATION AND RENUMERATION

- Part-Time Employment at approximately 10 to 15 hours per week
- Must be available on weekends
- Salary dependent upon experience
- Paid time off

PLEASE SUBMIT **LETTER OF INTEREST** WITH CONTACT INFORMATION AND **RESUME** TO MICHAEL GIVLER, STAFF PARISH RELATION COMMITTEE, OLIVET UNITED METHODIST CHURCH, 310 E. CHESTNUT STREET, COATESVILLE, PA 19320, BY **DECEMBER 16, 2016.**