



# Grace United Methodist Church

15309 Maple Island Road  
Burnsville, Minnesota 55306

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[www.graceumcburnsville.com](http://www.graceumcburnsville.com)

## **POSITION DESCRIPTION DIRECTOR OF CHILDREN AND YOUTH FAITH FORMATION**

**Our Mission: To serve and unite those we touch with the Grace of God**

### **Position Description**

Facilitate the development of an existing children/youth program with a strong emphasis on faith development, service, education, and fellowship that is in keeping with the vision and mission statements of Grace United Methodist Church. The Director of Children and Youth Faith Formation will work with the Pastor and the existing parish committees in developing goals, education and mission programs, and activities that help foster the transitions from childhood, to youth, to young adulthood in the areas of faith development, leadership, and community.

The Director of Children and Youth Faith Formation will be a leader, resource, supporter, and innovator of new ways to develop discipleship so that our children and youth will be life-long Christians. This position requires working with volunteers and working a non-traditional work schedule that includes Sundays, evenings, and occasional overnights.

### **DUTIES**

#### **Children, Youth, and Family Programs**

- Administer and lead Christian Youth Program
  - Develop positive relationships with children, youth and their families.
  - Implement activities and programs that teach and inspire the children and youth in the United Methodist tradition.
  - Coordinate mission experiences for youth and families.
  - Assist with children and youth education; including Sunday school, Mission Adventures (Wednesday evening programming) and Vacation Bible School.
  - Promote the Minnesota Annual Conference youth activities and camps.

#### **Administration**

- Be a liaison between the church congregation and the children and youth ministries.
  - Coordinate and delegate curriculum needs and preparation for Sunday School.
  - Involve the youth in all aspects of church life; worship, outreach, musical groups, leadership.
  - Keep the congregation informed of the activities of the children and youth; updates in monthly Grace Notes, speaking to the congregation during services, attending appropriate Board and task force meetings.
- Facilitate volunteers for activities, mission trips and community service.

- Oversee the youth program budget and fundraising.
- Responsible for coordinating the details of youth events, including promotion, transportation, chaperones, meals, and money.

### **Growth of Children, Youth and Family Programs**

- Be instrumental in the growth of youth and family programs using the strengths of Grace United Methodist Church, Burnsville.
  - Work with members of the congregation in creating events for families.
  - Coordination of child care for events, meeting and classes.

### **QUALIFICATIONS**

The Director of Children and Youth Faith Formation must have a strong Christian Faith with a United Methodist understanding or willingness to learn. Completed Bachelor's degree or Bachelor's Degree in progress is required with preferred emphasis in Theology or Education. Must have demonstrated experience working with youth and families. Prefer United Methodist background but will consider other denominations.

- Ability to work well with children, youth, parents, and volunteers
- Able to handle multiple priorities in an organized manner.
- Exhibit good written and verbal communication skills.
- Proficient in technological communication and social media.
- Must be First Aid/CPR certified or be willing to attain the certification within six months of employment.

This position reports to the Pastor. The Staff Parish Relations Subcommittee of the Board provides general oversight of this position.

**To apply, please submit your resume to [office@graceumcburnsville.org](mailto:office@graceumcburnsville.org), or Grace United Methodist Church, 15309 Maple Island Road, Burnsville, MN 55306, by December 19, 2017.**