

Director of Christian Life (Youth, Children, and Family Ministries)
Bon Air United Methodist Church- Bon Air, VA

Who We Are:

Bon Air United Methodist Church is open to worshippers of all ages and backgrounds. We lead our congregation in worship, deepening our connection to God, understanding the teachings of Christ, and ultimately to a vibrant faith. We have a long, proud history of serving the people of Bon Air. Through the dedication of our leadership, staff members and volunteers, we are committed to the teachings of Jesus Christ and are here to spread His message.

Job Type: Full Time

Hours: 30 per week

Reports to: Senior Pastor

Salary range (based on education and experience): **\$42K-\$45K.**

Optional Benefits: Information about benefits is available upon request. Bon Air United Methodist Church offers full-time professional and support staff a flexible supplemental benefits plan, established annually and distributed in a manner consistent with the employee's salary, to be used at the discretion of the employee.

Bon Air United Methodist Church is seeking a qualified candidate to fill the important role of Director of Children, Youth and Family Ministries. The successful candidate will have a broad range of experience working with children ages 3-11, youth ages 12-18, and families.

Responsibilities include and may overlap:

The percentage of work/time dedicated to Youth, Children, and Family will vary based on current need:

Youth (50%)

- Coordinate and plan with youth (ages 12-18) meaningful activities, discussions, mission projects and social/fellowship events on topics of interest expressed by the youth.
- Attend when time permits, youth extracurricular activities as sporting events, music concerts, musicals, band competitions, etc.
- Gradually resume the youth program with monthly service and fellowship opportunities until such a time as weekly programming becomes an option.

Children (25%)

- Collaborate/coordinate with Sunday School teachers on curriculum selection and related resources, materials, and supplies within the established budget.
- Staff Sunday School Classrooms in accordance with the Church's child safety practices.
- Be visible each Sunday morning prior to the beginning of Sunday School to ensure the classes are staffed and have the resources, materials and supplies needed to provide meaningful learning experiences for children.
- Partner with the designated person or persons to successfully coordinate, plan and carry out seasonal/special church wide and community events. Examples include recruiting volunteers, and or taking on a specific task or tasks, before, during and after the event.
- Collaborate with the Senior Pastor to plan/promote/coordinate/share responsibility for the participation of children and youth during Sunday worship services.
- Plan and implement Summer Sunday School, including volunteer recruitment, providing, and preparing all materials.
- Responsible for maintaining children, youth and family contact information, attendance rosters, and establishing a communication process with families about church activities.

Families (25%)

- Builds relationships with church families to increase attendance and engagement at church activities and events.
- Identifies current trends in family ministry and promotes new ideas to expand the scope and capabilities of fellowship opportunities for families.
- Plan and implement activities and experiences for families based on identified needs and interests.
- Work with the senior pastor and administrative staff to schedule, promote and publicize family activities and events.
- Coordinating with volunteers and church staff to plan and carry out church wide and community projects, events, and activities. Examples include the annual Breakfast with Santa, Trunk or Treat and Easter Egg Hunt.

Additional Responsibilities include:

- Develops and maintains positive/productive relationships with youth, children, and families.
- Seeks available community and other related resources to support and enhance youth, children, and family ministries.
- Engages in ongoing positive communication with church staff, youth, children and family ministry volunteers, the congregation, and families of youth and children through resources (texts, emails, social media, the weekly church bulletin, and or the weekly church announcements e-mail).
- Ensures the youth, children and family ministry programs operate within the approved budget.
- Responsible for maintaining supply room and storage spaces.

Characteristics include:

- Excellent verbal and written communication skills.
- The ability to work independently but also as a team.
- The ability to multitask and be flexible.
- Serves as a positive role model/mentor to youth, children, and families.
- Sincere commitment to working collaboratively with church staff, youth, children, families, as well as the larger church congregation and broader community.

Qualifications, Education or Experience:

- A combination of related education (preferred) and experience (required).
- One to Two years' experience working with youth, children and/or Families preferred.
- Experience in pursuing, developing, and implementing activities, projects, and programs for the targeted age groups.
- Ability to track and monitor spending based on budget allocations for youth, children, and families.

*The successful candidate must pass a background check.

*The successful candidate must also provide the name, title, and contact information for three (two professional/character and one personal references).

Supervision:

1. Goals and programs for the year are developed with the Pastor and or the current long-term volunteers for each program (youth, children, and families)
2. The pastor reviews and approves Goals/programs/activities/events prior to implementation.

Work Location: Bon Air United Methodist Church, 1645 Buford Rd., Richmond, VA 23235

Interested candidates, please email a cover letter, and resume to Pamela Blackburn at pblackb52@gmail.com

Accepting applications until the position is filled.