

DIRECTOR OF FAMILY DISCIPLESHIP MINISTRIES
JOB DESCRIPTION:

Mission for the Position

The Director of Family Discipleship Ministries (DFDM) is responsible for the development, administration, supervision, and leadership of programs for children, youth and families in the areas of Christian education, discipleship, mission, and outreach at Middletown United Methodist Church and the Middletown community.

Qualifications for the Position

Ability and willingness to work closely with children, youth and their parents on a weekly basis. Ability to work evenings, weekends and other times as needed to assist with projects. Must pass a background check and stay up to date with church Safe Sanctuary training.

The Primary Task: All aspects of the Family Discipleship Ministries will be driven by the Middletown United Methodist Church (MUMC) mission and vision, as directed by church leadership. This includes:

- Provide a warm, friendly, and learning environment for children, youth and their families.
- Overseeing and managing all Children, Youth and Family Programs
- Developing & implementing new programs to enhance and grow the Family ministry and help the church grow in their relationships with each other and Jesus Christ with volunteers
- Equipping families with resources and education to help them become actively and intentionally involved in the spiritual formation and discipleship of their families
- Developing and supporting children, youth and family outreach opportunities with volunteers
- Be an advocate for youth and children and educate the congregation about the hopes, concerns and needs of youth and children in the local church and community.
- Be a liaison between the church and other community organizations, people, and resources that relate to youth and children and their ministries.

Responsibilities include:

- Planning activities for the Life Force Youth Ministry that is held at least twice a month on Sunday evenings during the school year, and plan the food served each week. This includes devotions, games, service opportunities or speakers. These activities vary and include lock-ins, retreats, mission projects of all kinds, fund-raising activities, fellowship opportunities, and Bible study.
- Planning activities for the twice-a-month Elementary Youth Group program that includes devotion, games, service opportunities, and fellowship.

- Facilitate, plan and lead monthly Family Ministry gatherings that support the spiritual and communal life of the families at MUMC.
- Send out periodic MailChimp emails and Remind messages to families about children and family ministry events.
- Recruit and retain youth participants in the program by identifying current youth in our congregation, connecting with them and their families, and inviting them to be part of the program. Communication with teens and their families about what they would like in a youth ministry program and how they would like the program to grow is expected.
- Coordinating service-oriented experiences at MUMC with youth at least once a quarter.
- Assisting with the planning for the Graduation Service held annually at MUMC, coordinating the blankets given to High School Seniors, and the presentation of blankets to the graduates during worship.
- Attending worship weekly, connecting with families in the congregation.
- Work cooperatively with the Preschool Ministry team, Kids Club Ministry Team, and Music Ministry team, sharing information about events, planning opportunities for cross-collaboration, and supporting the whole children and family ministry of MUMC.
- Coordinate Sunday school curriculum for children and youth recruit volunteer teachers.
- Oversee planning, coordination, volunteer recruitment and training for activities such as VBS and Mission Trips and additional activities (Lent/ Easter, Vacation Bible School, Back to School Bash, Trunk or Treat and Advent/ Christmas).
- Support the Confirmation class program and Confirmation Sunday as needed.
- Implement and administer appropriate policies, procedures and rules to ensure the safety of all youth activities, specifically to perform all requirements of MUMC's Safe Sanctuary policy.
- Administration of children and youth ministry tasks including the performance of volunteer background checks, Safe Sanctuary training, and documentation, evaluation and purchase of appropriate resources and educational materials including curriculums and supplies.
- Make recommendations to the Pastor regarding issues that may need to be addressed for the future development of the church ministries.
- Evaluate the effectiveness of ministry in alignment with MUMC vision.
- Attend weekly staff meetings
- Attend and participate in regularly scheduled church administrative meetings
- Contribute to MUMC communications channels such as monthly newsletter, church website, social media postings, bulletin boards, etc.
- Support of the administrative and connectional life of MUMC

Accountability:

- Supervision – works directly for the Senior Pastor
- Annual Performance Review – Senior Pastor and SPRC Liaison

Personal Qualifications:

- Has a personal, active, and growing relationship with God through Jesus Christ.
- Energetic, warm, and able to share the love of Jesus with children and their families.
- Is comfortable with visiting church families involved in Children's Ministry Programs (as requested)
- Is comfortable with equipping volunteers for ministry, working collaboratively with a team, and is a self-starter.

Professional Qualifications:

- Bachelor's degree in Christian Education (or similar field)
- Experience working with children in a church setting is preferred.
- Knowledge and experience in Biblical interpretation, child development (and faith development), and religious educational theory and practice.
- Maintains confidentiality as appropriate and is accountable for church resources.
- Seeks the opportunity to grow professionally.
- Has an understanding of Methodist theology and polity, and the programs and mission of MUMC.

Hours: 20-25 hours per week

Salary: \$24,600