

# FIRST UNITED METHODIST CHURCH

## JOB DESCRIPTION

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**POSITION TITLE:** Student Ministry And Communications Director

**REPORTS TO:** Senior Pastor

**SUPERVISES:** Volunteers

**FULL-TIME:** Full Time—Exempt

### **PURPOSE OF POSITION**

Responsible for effectively developing, organizing, and supervising the Student Ministry and Children Ministry of First United Methodist Church for the purpose of making and growing students into disciples of Jesus Christ. Partners with parents and families in the continued spiritual growth of students and children as well as coordinates the print and electronic ministry of the church for the purpose of making disciples of Jesus Christ.

### **ESSENTIAL FUNCTIONS**

#### **Student And Children Ministry**

Selects curriculum (Grades 6-12) for ministry with middle school and high school students.

Engages in conversation with the Children's Ministry Team as they develop curriculum for elementary-age children.

Coordinates ministry with students in Children Ministry, Student Ministry, Small Groups, and Confirmation.

Recruits and trains leaders and volunteers for a variety of roles in ministry with children and students.

Coordinates with the Student Ministry Team to develop, plan, promote, recruit, organize, and participate in a Summer Mission Trip: Oversees the budget and fundraising for the mission trip, provides pre-mission trip training and team building, and provides debriefing of participants upon return.

Encourages the Mission Team and the Student Ministry Team to work together to plan frequent community outreach opportunities for students.

Coordinates the Confirmation process for eighth grade students and their parents with the pastor.

Develops, implements, and manages an annual budget for the Student Ministry and the Children Ministry.

Plans and coordinates an annual fundraiser with the Student Ministry Team.

Provides support to a Student Ministry Team who is seeking to develop their leadership skills for the purpose of planning and executing ministry with students.

Coordinates a student ministry that incorporates small groups, large groups, retreats, and service projects for students and their families.

Coordinates and communicates with other staff members to promote and advocate the participation of children and students in the ministry and mission of the church.

Coordinates Student Ministry communication both internally and externally through occasional student mailings, weekly bulletin updates, monthly newsletter updates, web site updates, personal calls, school visits, and home visits.

Coordinates with the Children's Ministry Team in transitioning elementary students into student ministry.

Develops a ministry focused on discipling and supporting parents of children and students.

Coordinates with the Business Administrator to ensure all volunteers who are 16 years of age and older that are working with children and students under 18 years of age, have a current Safe Gatherings Certificate on file.

Attends weekly staff meetings.

Coordinates sports ministry for all ages.

### **Communication**

Coordinates and oversees the implementation and quality of external and internal church communications including; 1) internet, 2) print, 3) advertising, 4) signage, etc.

Produces and distributes a weekly electronic announcement update.

Oversees the management of all websites, social media, PayPal contracts, Clover contracts, etc.

Develops an interactive community through a variety of communication tools.

Supervises the production of all print media from layout and design to distribution.

Coordinates the promotion of a variety of special events such as Trunk or Treat, Easter Egg Hunt, Vacation Bible School, Block Party, etc.

Coordinates invitations to a variety of celebrations/recognitions such as Kindergarten Bibles, Third Grade Bibles, High School Senior Recognition, Sunday School Teacher Blessings, Celebration Of Life, etc.

Coordinates the communication of each monthly Mission Offerings.

Coordinates the communication of ministry and mission celebrations with the Communications Director of the Great Plains Annual Conference.

Coordinates bulletin board displays, information for brochure racks, guest materials, etc.

Coordinates, including the recruitment and supervision of volunteers, the printing process including

worship programs, inserts, guest information, newsletter, brochures, postcards, and mass mailings.

Regular, dependable, and in-person attendance.

**MARGINAL FUNCTIONS:**

Perform other duties as directed.

**ESSENTIAL KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of student ministry principles, trends, and programs.

Understanding and knowledge of youth culture as it pertains to First United Methodist Church's target area.

Ability to get along well with middle school and senior high students.

Ability to be comfortable with and effectively speak to small, medium, and large groups of students and adults.

Ability to understand and follow both oral and written instructions.

Ability to establish and maintain effective working relationships with church staff, volunteers, congregation members, and the general public.

Ability to conduct oneself in a Christ-like manner in performing the tasks of this position.

Ability to identify, recruit, develop, and engage leaders.

Skill in working with individuals to achieve a "teamwork" work environment.

Must have strong leadership and administrative skills.

Must have a deep call to ministry with students by addressing their needs and helping them grow in their relationship with Christ.

Strong written and oral communication skills.

Fluent in a variety of computer software programs related to print and electronic communications.

**ESSENTIAL EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES**

Prefer three (3) to five (5) years experience in student ministry which includes the preparation, implementation, and presentation of student programs.

Prefer graduation from an accredited college or university. (The educational requirement may be waived to some extent based upon additional experience in a student ministry environment.)

Must possess a driver's license.

Current Safe Gatherings Certificate.

**ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS**

Work is generally performed indoors in an office setting and requires routine bending, lifting, and carrying of office and other departmental supplies weighing up to 35 pounds.

The following signatures indicate that on the date specified a copy of the incumbent's job description was reviewed, understood, and accepted by the incumbent. A copy of the job description will be kept in the incumbent's personnel file.

_____	_____	_____	_____
Incumbent	Date	Supervisor	Date