

# FIRST UNITED METHODIST CHURCH

## JOB DESCRIPTION

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**POSITION TITLE:** Student Ministry, Children Ministry And Small Group Dir.

**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. To lead a team of small group leaders in the growth of a healthy, relational, and outward focused small group ministry that aligns with the church's mission while seeking to grow deep relational connections and a growing relationship with Jesus.

### **ESSENTIAL FUNCTIONS**

Attends Staff Meetings each week as well as other meetings as necessary.

Regular, dependable, and in-person attendance.

Leads a small group.

### **Student Ministry (Grades 6-12)**

Recommends to the Student Ministry Team a Bible-based curriculum for ministry with middle school and high school students.

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

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

Coordinates with the Children Ministry Team in transitioning elementary students into Student Ministry.

Plans and promotes an annual "Red Envelope" fundraiser with the Student Ministry Team.

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

Coordinates with other staff members to promote and advocate the attendance and participation of students in Sunday morning worship and the mission of the church.

Recruits and 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 and recruits volunteers to develop Student Ministry communication both internally and

externally through occasional mailings, worship announcements, social media, church newsletter, web site, personal calls, banners, school events, home visits, etc.

Coordinates the oversight, development, and procurement of resources, supplies, equipment, and rooms utilized in Student Ministry.

Develops a Student Ministry focused on the small group discipleship of students and their parents.

Coordinates with the Student Ministry Team to develop, plan, promote, recruit leaders to 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 with the pastor in the development and implementation of a nine-month Confirmation process for eighth grade students and their parents.

Monitors and ensures that all volunteers who are 16 years of age and older and are working with students and children under 18 years of age have a current Safe Gatherings Certificate on file.

#### **Children Ministry (Preschool – 5<sup>th</sup> Grade)**

Recommends to the Children Ministry Team a Bible-based curriculum for ministry with young children.

Recruits and develops leaders and volunteers for a variety of roles in ministry with young children.

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

Coordinates with the Student Ministry Team in transitioning elementary students into Student Ministry.

Plans and promotes an annual “Blue Envelope” fundraiser with the Children Ministry Team.

Coordinates a Children Ministry that incorporates small groups, large groups, retreats, and service projects for children and their families.

Coordinates with other staff members to promote and advocate the attendance and participation of children in Sunday morning worship and the mission of the church.

Recruits and provides support to a Children Ministry Team who is seeking to develop their leadership skills for the purpose of planning and executing ministry with children.

Coordinates and recruits volunteers to develop Children Ministry communication both internally and externally through occasional mailings, worship announcements, social media, church newsletter, web site, personal calls, banners, school events, home visits, etc.

Coordinates the oversight, development, and procurement of resources, supplies, equipment, and rooms utilized in Children’s Ministry.

Coordinates with the Worship And Communications Director in the promotion of a variety of special events such as Trunk Or Treat, Vacation Bible School, etc.

Coordinates invitations to a variety of celebrations with the Worship And Communications Director; i.e., Kindergarten Bible Presentation, Third Grade Bible Presentation, Confirmation Sunday, High School Graduate Recognition, Sunday School Teacher Blessings, Celebration Of Life, etc.

Develops a Children Ministry focused on the small group discipleship of children and their parents.

Monitors and ensures that all volunteers who are 16 years of age and older and are working with students and children under 18 years of age have a current Safe Gatherings Certificate on file.

### **Small Groups**

Develops volunteer teams to implement opportunities which attract and engage the spiritually lost, members, and attenders in becoming and growing as disciples of Jesus Christ.

Promotes and coordinates the development of small groups for the purpose of making and growing disciples of Jesus Christ.

Engage new members in small groups such as Alpha, Financial Peace University, Adult Sunday School, Small Groups, etc.

Identifies, recruits, develops, and deploys new small group leaders, assistant leaders, and hosts in outward focused, relational, and multiplying small groups.

Coordinates the tracking of small groups, mission team, and volunteer engagement through reports from the Business Administrator.

Coordinates communication with members and attenders whose engagement is decreasing.

Leads at least one small group.

Provide ongoing communication with the church family about the value, benefits, and availability of the small group ministry.

Recruit and provide support, encouragement, and training for all small group leaders and hosts.

Plan and execute small group connection events.

Lead a team in the development and growth of a small group ministry focused on community involvement and spiritual growth.

Implement regular small group leader and small group participant recruitment to ensure a healthy small group ministry growth rate each quarter.

Identify, develop, and select small group curriculum and other small group study materials as needed and/or requested.

Function as overall leader of the small group ministry by providing coaching to small group leaders.

Track small group life stage through 9-18-month duration and work towards a successful multiplication of groups.

Promotes and coordinates the development of small groups for the purpose of making and growing disciples of Jesus Christ.

Communicate with members and attenders whose engagement is decreasing.

**MARGINAL FUNCTIONS:**

Perform other duties as directed.

**ESSENTIAL KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of student ministry principles, trends, and programs.

Understanding and a growing knowledge of young children and student culture as it pertains to First United Methodist Church's context for ministry.

Ability to engage elementary children as well as middle school and senior high students.

Believes wholeheartedly that transformation takes place best in small groups.

Knows how to recruit, build, and lead a team of people passionate about making disciples of Jesus Christ through small groups.

Passionate about discipling the small group they lead.

Spends time each day with Jesus and is accountable to and seeking wise counsel from a select group of people who are at least one generation older.

Understands how to build structures and systems that support the small-group ministry.

Ability to be comfortable with and effectively speak to small, medium, and large groups of young children, 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.

Possess strong leadership and administrative skills.

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

Knowledge and appreciation of the Wesleyan heritage of The United Methodist Church.

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 of 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 variety of student ministry, children ministry, and small group ministry environments.)

Must possess a valid Nebraska 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.

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Incumbent                      Date                      Supervisor                      Date