

Job Description
Director of Children and Youth Ministries (Nursery–Grade 12)
Westwood United Methodist Church

Position Summary

The Director of Children and Youth Ministries (K–12) provides spiritual leadership, direction, and oversight for the church's ministries with children, youth, and their families. This includes oversight of nursery care, elementary children's worship, the Children's Moment during the adult worship service, and middle and high school Sunday school classes, youth group, and activities. The Director works with the pastor, staff, and volunteers to help children and youth grow as disciples of Jesus Christ within the United Methodist tradition.

Reports To

- Senior Pastor/SPRC
- Works in partnership with: Staff-Parish Relations Committee (SPRC), Church Council, and relevant ministry teams.

Status

- ☐ Full-time
- ☒ **Part-time (15 hours/week)**
- Schedule includes Sunday mornings, regular weeknight programming, and occasional special events, retreats, trips, and planning.

Primary Responsibilities

1. Nursery Ministry Oversight

- Recruit, schedule, and support nursery workers and/or volunteers.
- Ensure all nursery staff/volunteers obtain Safe Gatherings and CPR training requirements.
- Work with families to maintain clear check-in/check-out processes and security procedures.
- Maintain a clean, safe, and welcoming nursery environment with appropriate supplies and resources.

2. Children's Ministry (K–5th Grade)

Children's Worship & Sunday School

- Oversee planning and implementation of Sunday morning children's worship and children's Sunday school.
- Select or recommend biblically sound, age-appropriate curriculum consistent with United Methodist theology.
- Recruit, train, and schedule teachers and helpers for children's classes and children's worship.
 - Support volunteers with resources, lesson plans, and encouragement.

Children's Moment (During Worship)

- Coordinate the weekly Children's Moment in worship (either leading it personally or scheduling and/or equipping other leaders).
 - Ensure the Children's Moment is:
 - Scripturally based
 - Age-appropriate and engaging
 - Theologically consistent with United Methodist beliefs
- Work with the pastor to align the Children's Moment with the theme/Scripture of the service when possible.

Events & Special Activities

- Plan and lead or coordinate children's activities such as:
 - Vacation Bible School (VBS) or seasonal programs
 - Advent/Lent programs for children
 - Service projects and mission opportunities
- Family events (e.g., back-to-school blessing, Christmas or Easter events)

3. Youth Ministry (Middle School & High School)

Sunday School Classes

- Oversee middle and high school Sunday school classes, including:
 - Recruiting, training, and scheduling teachers
- Selecting curriculum that is biblically rooted and relevant to students' lives
 - Supporting teachers with resources and communication

Programming & Activities

- Develop a consistent pattern of youth gatherings (e.g., weekly youth group, Bible studies, small groups).
- Plan and lead or coordinate:
 - Fellowship activities that build community
 - Service and mission projects
- Spiritual growth opportunities (retreats, camps, prayer and worship experiences)
- Encourage youth involvement in the broader life of the church (worship leadership, music, ushering, mission teams, etc.).

Administration & Communication

- Develop and manage a children and youth ministry calendar (Sundays, midweek, trips, special events).
- Communicate regularly with:
 - Parents/guardians (email, text, social media, church app, printed materials as appropriate)
 - Church staff and leadership
 - Congregation (announcements, newsletter, website updates)
- Coordinate logistics for events (transportation, permission forms, medical releases, budgeting).

Salary Range

\$12,000 – \$14,000 (Annually)

To apply, please send your resume to Michael Cooper at mike49cooper@gmail.com.