

Christ United Methodist Church  
12755 NW Dogwood St.  
Portland, OR 97229  
503-646-1598

Job Title: Director of Children, Youth and Family Ministries  
Reports To: Pastor  
Position Status: FTE 1.0 (40 hours/week)  
Salary Range: \$47,000 - \$50,000, depending upon experience

### **Positions Summary**

Christ UMC is seeking a Director of Children, Youth and Family Ministries to lead the children and youth ministry programs for our growing congregation. The ideal candidate will have: a deeply committed Christian faith; experience in children's and/or youth ministries; a passion for engaging and teaching children and youth in a Christian setting; experience recruiting, communicating with, and managing volunteers and families; and excellent communication and organizational skills. The position will oversee all ministries related to discipleship, development, and outreach for children aged 0-18 and their families.

This position requires direct interaction with children and youth, and program planning, coordination and scheduling.

### **Essential Job Functions**

- Develop and articulate a vision of age-level appropriate spiritual growth for children and youth, consistent with the overall Christ UMC vision of ministry.
- Develop, evaluate and resource age-appropriate curriculum and programming that has theological integrity to the United Methodist Church.
- Provide learning experiences to develop and grow the children and youths' faith, Biblical understanding in the context of today's world and the love of God and Jesus Christ through nurturing, discovery and participation.
- Oversee, direct and serve Children and Youth Ministry programs at times mutually agreed upon with the pastor. This includes both weekly, quarterly and annual programming. Currently, Children's Ministry is during weekly Sunday worship services. Youth Ministry programming is Sunday evening. Quarterly events include Advent activity, Easter Egg Hunt, Vacation Bible School, etc. Annual youth activities include Snow camp, mission trips, and Youth Sunday.
- Recruit, train, and coordinate/schedule volunteers to implement children and youth ministries programs, including nursery volunteers. Administer a programming structure that will provide support and direction for volunteers and participants.
- Maintain children and youth areas as directed by the pastor. This may include securing/coordinating volunteers/paid staff and setting the space with age-appropriate toys/games, books and activities.
- Coordinate with other Christ UMC staff to provide children, youth and family activities and opportunities to engage with other members of the congregation to experience community and grow in the Christian faith.
- Ensure appropriate ministry communications with children and youth families, volunteers and the overall congregation through direct communications with families, church newsletter, website, social media, etc.

### **Additional Duties**

- Oversee background checks and Safe Sanctuary Policy in coordination with other Christ UMC staff.
- Attend weekly staff meetings.
- Serve as a team member of a five-member staff that plans, coordinates and implements the total church vision of ministry.
- Maintain record keeping as per Conference report guidelines and local church information on children and youth.
- Actively participate in the ongoing life of the congregation, including regular attendance at weekly worship services.
- Maintain program budgets and assist in fundraising for events as appropriate.
- Purchase and stock appropriate materials and supplies.
- Work cooperatively with the church staff and volunteers.
- Event planning and coordination of activities.
- Mentor youth and nurture youth leadership skills.
- Offer guidance and spiritual support for parents, which may include coordinating parent classes/lectures, support group opportunities, etc.

### **Competencies**

- Reliable & Dependable
  - Take personal responsibility for job performance. Complete work in a timely and consistent manner.
  - Keep commitments.
  - Dedicated team player for a small staff environment.
- Planning and Organizational Skills
  - Plan and organize tasks and work responsibilities to achieve objectives.
  - Set priorities with limited direction.
  - Schedule activities.
  - Allocate and use resources properly.
  - Willing to ask for and receive help from other colleagues on projects and tasks outside direct area of responsibility.
- Oral & Written Communication and Interpersonal Skills
  - Able to interact and communicate with people effectively orally and in writing.
  - Share and receive information and cooperate within groups in order to facilitate children and youth ministries.
  - Comfortable using social media and other app-based tools to communicate with families and youth.
- Commitment to engaging the Christian faith
  - Authenticity.
  - Affirmation of the Cedar Mill Christ United Methodist Church values (Passionate. Inclusive. Changing the world.).
  - Welcoming of all people, regardless of their race, sexual orientation, gender identity, abilities and socioeconomic status.
  - Experience working with progressive theologies, including critically analyzing biblical teachings, supporting human diversity, emphasis on mission work, social justice, and environmental stewardship.

### **Required Qualifications**

- High School Diploma.
- Ability to teach, speak, and guide children ages 0-18.
- Experience in youth and children ministries.
- Computer skills including, but not limited to: Google platform (Gmail, Docs, etc) Microsoft programs, social media, and web-based applications.
- Must pass a background check.

### **Preferred Qualifications**

- 3+ experience working in children/youth ministries or related fields.
- Bachelor in Christian Education or related fields, or equivalent schooling.
- Knowledge and skill in the philosophy, psychology, and principles of Christian Education.

### **Position Information**

Job Type: Full-time

Benefits: Flexible schedule during weekdays, health care stipend, paid time off, and paid holidays

Schedule: Must be available Sundays but otherwise additional work hours can be flexible

Work Environment: Indoor and, at times, outdoor environment. Ability to work from home.

Physical Demands: Light lifting

Travel: Local travel required

### **About Christ UMC**

Christ UMC, located in Cedar Mill, is a community where people connect and reconnect with Christ. As a Reconciling Congregation, we believe that the love of God reaches out to all, so all are truly welcome. People of every age, race, and gender identity; diverse nationalities, ethnicities, and sexual orientations; family structure, economic reality, physical and mental ability, education, and faith history are beloved children of God, of sacred worth, and fully welcomed at Christ UMC.

As part of the United Methodist Church, we share the common mission to make disciples of Jesus Christ for the transformation of the world. We seek to connect people with God, help deepen their faith and knowledge of Christ, and support them as they join with God in loving and serving in the world.

More information about Christ UMC can be found at [cedarmillchristumc.org](http://cedarmillchristumc.org).

### **Application Process**

Submit a cover letter, resume and references to Paul Richards-Kuan, Christ UMC, by email: [jobs@cedarmillchristumc.org](mailto:jobs@cedarmillchristumc.org) .

Please contact Paul Richards-Kuan, Christ UMC with questions. Email: [jobs@cedarmillchristumc.org](mailto:jobs@cedarmillchristumc.org)

The position will remain open until filled. Resumes will be reviewed starting August 1.