

Director of Children and Youth Ministries

St. Luke's United Methodist Church, Dubuque, Iowa

Immediate opportunity to develop and lead a vibrant, energetic, actively involved program of Christian Education for PK-12 children and youth!

Full-time Position Overview:

- Performs professional duties of the position in accordance with the job description, the Employee Handbook, all applicable St. Luke's UMC policies and procedures, and the current United Methodist Book of Discipline
- Serves as a collaborative contributor with other staff members
- Provides oversight of the PK - 12 children and youth ministries
- Recruits, trains, and supervises nursery and childcare workers
- Attends regular staff meetings, Church Council, Council on Ministries, and Spiritual Growth and Discipleship Ministry meetings

Salary Range:

\$36,000 – \$46,000

Education Requirements:

BA degree, preferably in Education and/or Christian Education

Will give consideration to related fields and participation in training leading to certification in Christian Education

Responsibilities:

- Demonstrates knowledge and promotion of United Methodism
- Is responsible for implementing on-going Safe Sanctuary procedures
- Is knowledgeable of and abides by ethical means of communication and is competent with use of technology and social media
- Oversees and resources all children and youth programming
- Recruits and provides training for adult volunteers
- Assists with confirmation class and activities, at the Pastor's discretion
- Implements programming, e.g., Sunday School, Wonderful Wednesday children and youth activities, Youth Group (both middle school and high school), Vacation Bible School, teacher recognition, graduate recognition, Youth Sunday, Children's Sabbath, Christmas Program
- Facilitates participation of children and youth in worship services
- Delivers the children's sermon during worship, at the Pastor's discretion and direction
- Coordinates children and youth programming with children and youth music staff/programming.
- Demonstrates organizational stewardship of the resources of St. Luke's UMC, e.g., Christian Education budget, classrooms, resource materials, equipment
- Selects educational materials for Sunday School, giving particular preference to United Methodist curricula and compatible resources in consultation with the Pastor
- Involves the Pastor in a timely manner as special needs arise
- Provides outreach to potential families and informs the Pastor of them
- Provides for the interface between St. Luke's UMC children and youth programming and the larger Dubuque community, our partnership with Prescott Elementary School, and St. Mark's Youth Enrichment Program
- Attends to details in a timely manner, e.g., bulletin boards, web site, social media updates, newsletter communications, bulletin announcements

Reports Directly to:

- Pastor
- Staff/Pastor-Parish Relations Committee (Personnel Committee)

Work Environment:

Primarily church office and classroom area. Building is accessible.

Special Requirements:

Director of Children and Youth Ministries must have a background check plus a valid driver's license with a clear record.

Resumes and three professional letters of recommendation will be accepted

St. Luke's United Methodist Church

Attn: SPPRC – Marcia Young

1199 Main Street

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