

# Job Description

## **Youth & Family Ministry Director/Minister**

### **Principle Function**

The Youth and Family Director/Minister assist the Sr. Minister by leading \_\_\_\_\_ in planning, conducting, and evaluating our Youth and Family Spiritual Ministry, which includes Nursery through Youth of Unity and their families.

### **Qualification for the Position**

The Youth and Family Director/Minister will have a passion for working with youth, and families and young adults (YOU) and will demonstrate experience and qualifications in this area. They will fully embrace the Unity Teachings and have an ever unfolding and growing vision of Youth Education and it's possibilities in the 21<sup>st</sup> century. The Youth and Family Director/Minister will come from the position of the infinite potential that each child possess and will endeavor to create volunteer positions that bring forth that spiritual potential to its fullest. It is desirable that the Youth and Family Director/Minister have a minimum of college-level training in education or child and family development and have completed or be enrolled in the Certified Spiritual Educator's program.

### **Responsibilities**

1. Plan, conduct and evaluate a comprehensive program of spiritual ministry and education for the youth and families of \_\_\_\_\_.
2. Work in conjunction with the vision of \_\_\_\_\_.
3. Attend weekly staff meetings.
4. Meet with the Minister of Music to see that musical needs are met for your department.
5. Complete the Youth and Family Ministry budget by October 1.
6. Hold regular office hours to be available for families, teachers and other church staff.
7. Maintain a system of records for Youth Ministry Department.
8. Contribute articles to the ministry newsletter as requested.
9. Provide information to keep the Webb site up-to-date.
10. Be willing to be an active member of a team, willing to lead and willing to follow.
11. Work with appropriate staff members to resolve philosophical, procedural, space and scheduling issues for nursery through Youth of Unity. Building usages is a conversation between Business Administrator and/or Office Manager.
12. Work with facilities and cleaning team to keep class rooms clean and organized.
13. Plan and supervise the implementations of Family Programs and all youth programs including nursery through Youth of Unity.

14. Select educational, curriculum and program materials, equipment, supplies, for youth and family ministry programs. Use Unity approved curriculum. Other curriculum must be discussed and approved by minister.
15. Be present each Sunday to assure program runs smoothly, to provide support for teachers and troubleshoot when necessary.
16. Recruit, train, support and do background checks on youth/family education volunteers.
17. Plan and implement and schedule training for youth ministry volunteers.
18. Establish class structure and keep classrooms and storage well stocked.
19. Knowledge of procedures for creating a safe environment for children including how to report incidents of abuse and performing back ground checks on all volunteers and staff who come into contact with children.
20. Build a working relationship with all the Great Lakes Regional Consultants.
21. Attend a national or regional Unity Training for youth at least once per year.
22. Attend with your volunteer teachers all sub-regional teacher training opportunities.
23. Oversee the Youth of Unity by recruiting sponsors, managing budget issues, rally preparation, service opportunities and fundraising activities.
24. Have a through understanding of YOU procedures, and philosophy (working knowledge of YOU handbook.)
25. Periodically attendance of YOU meetings
26. Attend at least one Youth of Unity Rally/Conference.
27. Contact new families and continue ongoing contact with families as needed throughout the year.
28. Strive to build relationships with other New Thought Churches youth directors.
29. Continue ongoing practice of prayer and meditation and commitment to Unity Principles.
30. Attend church as often as possible.