

Part-time Director of Student Ministries (Bethany UMC – Smyrna GA)

\$29,400 yearly

(Revised 23April2024)

The position will work under the supervision of the Senior Pastor at Bethany United Methodist Church (BUMC) in Smyrna Georgia. The Director will be responsible for the development and facilitation of our Student Activities for children and youth of all ages, but an emphasis on preschool and elementary school-age children. The job will be approximately 20 hours per week. During an 8-week summer period, the hours will vary based on activities (e.g., Vacation Bible School (VBS), Outreach VBS, other summer activities). The Director must have the calling and desire to lead and foster students and their families to live Christ-centered lives.

Duties:

Meetings

- Attend and participate in Weekly Staff and Bi-monthly Church Council meetings.
- Plan and execute Team meetings with volunteers.
- Attend and participate in planning and coordination meetings with groups involved with community engagement.

General Responsibilities

- Promote BUMC as a safe caring community that welcomes all children and youth leading them on their walk with Jesus Christ. Establish and maintain relationships of trust with children, youth, parents, and volunteers at BUMC and in the community.
- Create and nurture a culture of inclusion, recognizing the diversity of our members and community. Be sensitive to these differences in the selection of materials and activities.
- Plan and execute high-quality, developmentally appropriate faith formation experiences.
- Vision, plan, and implement Student Ministry activities and events.
- Plan and coordinate a monthly meeting/activity/event for youth.
- Vision, plan, and lead small groups by generating creative engaging learning environments using multi-sensory activities such as music, video, and hands-on lessons in Sunday School, midweek school-year programming, and summer family events.
- Build relationships with Sunday School classes, small groups, and other connectional groups within the body of the church to engage them with volunteer and support opportunities for Student activities and special events.
- Continually identify and empower servant leaders to assist with special events throughout the year. Provide training for servant leaders in Student Ministry.
- Work with volunteers and BUMC ministry teams to implement Student Ministry programs with church engagement in mind.
- Build relationships with our Community Partners (e.g., Birney and Russell Elementary, Osborne High) and support opportunities for special events.
- Provide administrative support for Safe Sanctuary compliance.
- Recruit, supervise, and train nursery workers for services/events, if applicable.

Worship Service Responsibilities

- Work a year-round schedule.
- Attend and participate in all Worship Services as a witness to our children and youth.
- Greet and engage with children, youth, and families.

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- Facilitate and support Student spiritual growth.
- Study and be prepared to teach lesson plans or help volunteers.
- Create a weekly 1-to-5-minute Children's Message to be presented during the Worship Service that fits with the overall Sermon/Scripture. Work with volunteers to ensure the Message is given during all services while delivering this message at least twice per month yourself.
- Create and facilitate 10-to-15-minute Children's Church activities during the Sermon.
- Teach and promote respectful and reverent worship characteristics within students during active services. (i.e. bow heads and quiet for prayers, stand for scripture, sing with music).
- Monitor Safe Sanctuary practices.

Spiritual Study and Prayer Practices

- Set aside study time of relevant Scripture for lessons and student discussions.
- Lift up Program, Student, and BUMC needs to the Lord.

Administrative Responsibilities

- Manage and update the BUMC database and calendar as it relates to Student Ministry.
- Prepare a bi-monthly report for the Church Council.
- Work closely with the Finance Committee in planning and adhering to an annual budget. Maintain accurate accounting of annual expenditures. Oversee the inventory of equipment and supplies for Student Ministry programming, directing the purchase of supplies as needed.
- Work closely with the Congregational Care, Community Engagement, Lighthouse/Beacon Team, and Education Committees.

Family Ministry

- Attend joint Family events and outings.
- Participate in Church-wide and Community events.
- Grow and plan Seasonal Services that involve children and youth.

Communications and Social Media

- Promote activities and events well in advance within BUMC and the online community.
- Post to Instagram (event posts, reminders, activity photos).
- Maintain and Post to Facebook group (event posts and event invitations, reminders, activity photos).
- Building connections and nurturing relationships with families is an essential role in this position.

And other duties as assigned by the Senior Pastor.