**TITLE:** Children, Youth, and Families Minister (CYF)

**SALARY:** $14,000 per year at 10-15 hours per week

The Director of Christian Education will report directly to the Senior Pastor and Education Committee.

**RESPONSIBILITIES:**
- Direct the Christian Education Program at the UMC Summit to include:
  - Recruit & train teachers from the congregation. The CYF Minister will be expected to teach appropriate classes directly, as necessary (if teachers not available)
  - Provide an annual curriculum for Sunday School, Youth Group, Drama Club, and Sports Ministry
  - Participate as an active member of the Education Committee
  - Organize Education Department resources
  - Contribute to monthly Church ‘Dialogue’ newsletter
  - Handle Education Department correspondence
  - Liaise with Church Web Coordinator to update Church Calendar and information
- Participate in general Church and staff meetings
- Attend Ad Council Meetings
- Provide pastoral care, preaching and worship assistance as a result of discussions with or in the absence of the Senior Pastor
- Coordinate community and church events that serve as outreach to children, youth, and families.

**QUALIFICATIONS:**
- All staff will be subject to a Criminal Background Check completed by the United Methodist Church.
- Must have ministry experience or be currently enrolled in a ministry education program.
- Typing skills and computer literacy a must.
- Must demonstrate an ability to work independently on projects
- Must demonstrate solid interpersonal communication skills
**WORKING HOURS:**

- 10-15 hours per week is considered the weekly work schedule. Sundays are a must. Fewer hours can be worked in the summer period and additional hours may be expected at other busy times of the year such as Christmas and Easter or around special Church events.
- The CYF Minister may take vacation in discussion with the Senior Pastor.
- The Church will be closed for the following Public Holidays:
  - New Years Day
  - Dr. Martin Luther King’s Birthday
  - Good Friday
  - Easter Monday
  - Memorial Day
  - Juneteenth
  - July 4th
  - Labor Day
  - Thanksgiving Day
  - Thanksgiving Friday
  - Christmas Day