

ST MATTHEW'S UNITED METHODIST CHURCH  
1360 S. Wendy Dr., Newbury Park, CA 91320  
(805) 498-6910

## **JOB APPLICATION REQUIREMENTS**

**ST MATTHEW'S UMC MISSION:** St. Mathew's UMC family ministry mission is to disciple and develop the next generation of children and youth by engaging with families in our church and community.

The St. Matthew's UMC's family ministry will require a person who can intuit the spiritual, emotional, and physical needs of the whole family. Maturity and sensitivity will need to be balanced with the ability to collaborate with and supervise others who serve in this critical ministry.

We hope that you are called to serve our Church. Please submit the following items to Nathan Inouye, Staff-Parish Relations Chair ([ninouye5009@gmail.com](mailto:ninouye5009@gmail.com)) by 5:00pm on December 10, 2021 for consideration:

- Resume
- 2 Letters of Recommendations
- Statement of Introduction that describes why and how you are qualified for this position.

## **MINISTRY DESCRIPTION**

**POSITION:** Director of Family Ministry

**JOB DESCRIPTION:** Offer a safe, inclusive, secure, and inviting Christian environment to provide for the emotional, physical, and social needs of youth and families.

**MINIMUM EDUCATION REQUIREMENT:** Associates Degree (AA)

### **BASIC REQUIREMENTS:**

1. Strong Christian Faith and Spiritual Maturity that is compatible with United Methodist Theology
2. Experience working with children, youth, and/or young adults
3. Demonstrates compassion and patience
4. Interfaces well with parents
5. Promptness and strong work ethic
6. Plans and Organizes Youth Activities weekly that include games, prayer, Bible study, and fellowship

### **SKILLS REQUIRED:**

1. Knowledge of:
  - a. Youth
  - b. The Bible and appropriate religious curriculum
  - c. Utilizing prayer to guide the youth faithfully towards God
2. Ability to:
  - a. Provide a secure Christian environment for youth
  - b. Plan for youth activities, events and mission trips
  - c. Address concerns and appropriately manage the concerns
  - d. Work cooperatively and meet monthly with Youth Group Task Force for guidance and brainstorming
  - e. Become acquainted with parents and youth through a Youth Council

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4. Specific Skill Sets/Requirements:

- a. Must be aware of and willing to abide by church policies, especially Safe Sanctuary/Safe Gatherings policy
- b. Must be available to work on Sundays
- c. Must be available to work 8 hours/week for 49 weeks/year and up to 140 additional hours for special events such as retreats and Christian camps.
- d. Organized, inclusive, and open-minded

**DUTIES:**

1. Attend and participate in weekly Sunday services
2. Meet regularly with Pastor for guidance and brainstorming
3. Meet monthly with Youth Group Task Force for guidance and brainstorming
4. Attend youth leader trainings/workshops throughout the year
5. Attend Advisory Council Meeting to report church Youth events, needs and functions
6. Meet regularly with Liaison from Staff Parish Relations Committee (SPRC)
7. Meet with Finance Committee for financial needs as needed
8. Work with the Pastor to create opportunities for youth in participation in Sunday services
9. Foster intergenerational relationships and partnerships with congregants and the youth
10. Supervise and build a sense of spirituality in the youth through Weekly Youth Group meetings, Church Camps and Mission Activities
11. Provide opportunities for younger adults to participate in leadership activities
12. Collaborate with local United Methodist Church leaders from Thousand Oaks and Westlake Village
13. Foster family ministry activities that include children, youth, and young adults

**ABSENCES:** Planned absences should be reported to the Pastor and SPRC Liaison at least two weeks in advance. Last minute illnesses should be reported to the Pastor and SPRC Liaison as soon as possible.

**TERMINATION POLICY:**

**By the Director of Family Ministry:** Employment is at-will and can be terminated at any time. However, for the safety of our youth and the continuity of their care, the Church requests two week's advance notice of planned termination.

**By the Church:**

Director of Family Ministry is at-will and can be terminated at any time. Reason for termination can include if he/she fails to follow church policies, or in situations of unnotified absence or habitual tardiness. Immediate termination will occur in cases of intentional verbal, physical or emotional abuse or neglect of any youth or parent.

St. Matthew's UMC seeks to work with its staff in an open communication forum to help prevent and solve problems.

**ACCOUNTABILITY:** The Director of Family Ministry will report directly to the Pastor. SPRC will be responsible for conducting an annual evaluation of the Director of Family Ministry.