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Welcoming all to learn, celebrate, and share Christ's life-changing love!

Position Title: Director of Children & Youth Discipleship

Reports To: Senior Pastor

Directly Supervises: Preschool Director and Nursery Staff

Status: 35 hours per week

FLSA: Non-Exempt

Effective Date: April 2024

Job Summary: The Director of Children & Youth Discipleship provides mission ownership and execution of all children and youth ministries at Burke UMC (infant-12th grades) and ensures that children and youth have opportunities to engage in ministries of worship, learn, share, and care.

Essential Functions:

Being that the mission of Burke United Methodist Church is to make disciples of Jesus Christ for the transformation of the world, this position:

- Strategizes, plans, and implements children and youth ministry programs that are in keeping with the church's overall vision, to include ministries like Sunday School, Children's Church, Vacation Bible school, Youth Group, mission opportunities, and ministries that assist parents and the church community in healthy discipleship of children and youth.
- Works to choose curriculum that supports the larger vision of Burke UMC and the United Methodist Church.
- Coordinates with Learn, Share, Care, & Worship ministry areas to create holistic discipleship opportunities for children and youth.
- Identifies, cultivates, equips, encourages, and supervises volunteers in children and youth ministry, including training volunteers for contact work and opportunities for spiritual growth.
- Communicates effectively with teachers and parents.
- Supervises and works with the Preschool Director in overseeing BUMP (Burke United Methodist Preschool).

Other Responsibilities:

- Attends scheduled staff meetings and CAML (Core Area Ministry Leader) meetings
- Ensures that all volunteers and programs are Safe Sanctuaries compliant
- Is a member of the Preschool Board

Minimum Qualifications:

- Candidates for this position must have made a personal commitment to Jesus Christ and must demonstrate the reality of that relationship through their life and testimony. The best candidate will demonstrate authentic faith and the ability to communicate and execute a contagious vision for communications.
- Experience with programming for children and/or youth and experience organizing and managing volunteers
- Bachelor's degree
- Proficiency with Microsoft Office or equivalent and working knowledge of social media

Preferred Qualifications:

- United Methodist Background

Physical Requirements: NA

Core Competencies:

Mission Ownership and Execution: Demonstrates understanding and full support of the mission, vision, values, and beliefs of the congregation and can effectively communicate these ideas to staff and laity. Effectively executes the mission and vision by anticipating organizational barriers, using working knowledge of channels of communication and organizational decision-making processes to overcome these barriers, and understanding and supporting teamwork by promoting group goals ahead of personal agenda and offering self as resource to other team members.

Helping Orientation: Exudes a natural sense of care for the well-being of others and attends to their needs in an appropriate manner, observing proper boundaries. Establishes good working relationships with all others who are relevant to the completion of work and works well with people at all levels of the congregation. Is willing to supply answers and resources to help others and communicates directly with relevant individuals.

People/Volunteer Management: Gains commitment, provides direction, and achieves results through the efficient, creative, and responsible deployment of volunteers and engages people in their area of giftedness and passion.

Influencing and Motivating Others: Creates an environment in which others want to participate and do their best by empowering them to share their input and be involved in decision making. Generates energy and passion. Encourages cooperation and uses verbal and nonverbal skills to communicate respect for others.

Self-Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence amid turmoil; not overly dependent upon outside affirmation; works to build a strong personal support system.

Vision and Purpose Management: Is future oriented and can visualize the larger organizational picture to establish a clear, achievable, and compelling vision and core purpose. Is optimistic and articulates possibilities. Identifies and prioritizes strategic objectives and creates mileposts to rally support behind the vision. Makes the vision sharable by everyone.

Leadership Development: Encourages others to discover and engage their gifts and skills in service to the larger community and is aware of the aspirations of others and supports the development of their skills and abilities. Thinks strategically about the need for a next generation of leaders and actively engages others more directly in the congregation's leadership life. Encourages people to accept challenging assignments.

Fundraising: Is willing and able to ask others to contribute financially and thinks innovatively about new sources for funding the ministry area or program. Coordinates and executes venues for fundraising in accordance with congregational policy. Coordinates fundraising efforts with the larger stewardship efforts of the congregation.