

Archdale Friends Meeting
114 Trindale Road, Archdale, NC 27263
(336) 431-2918
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Job Title: Ministry Director for Children, Youth & Families
Hours: Full-time
Reports to: Ministry & Counsel, Monthly Meeting
Prepared By: Ministry & Counsel

Summary: The primary function of this position is to lead, administrate, plan and coordinate Christian programs for toddlers to young adults within the meeting as well as outreach to the community. The Director will recruit and develop volunteers to assist as needed with programming, meetings, and activities.

Essential Duties and Responsibilities include, but may not be limited to, the following:

Teach and minister to children, youth and families and provide quality programming that promotes spiritual growth and builds relationship.

Provide a balance for these groups between spiritual and non-spiritual activities including but not limited to the following areas: Christian education, service, missions, fund raising, recreation, worship.

Participate in the programs of the meeting as well as those of Friends Church of North Carolina.

Include and incorporate Quaker history and beliefs in programming.

Mentor children, youth and families and be available for counseling, special occasions, as well as times of need.

Build relationships through visitation and events outside of the meeting, e.g. attend school programs or sports events.

Develop and maintain connections with graduates.

Attend approved conferences, yearly meeting(s), workshops/classes relevant to spiritual growth and professional ministry development.

Be willing to teach all age Sunday School classes or small group programs as needed.

Other Responsibilities

Willingness to be involved in the community in the form of outreach and service.

Attend and share duties in the Southern Quarter and Friends Church of North Carolina Yearly Meeting activities.

Report monthly to Ministry & Counsel and Monthly Meeting.

Prepare and oversee the annual budget regarding children, youth and young adult ministries.

Keep inventory of curriculum, equipment and furnishings in classrooms.

Assist in other duties as deemed necessary by pastor, Ministry & Counsel, or Monthly Meeting.

Oversight Responsibilities: This position will be responsible for the primary oversight of volunteers and should conduct regular meetings for information sharing, planning and prayer.

Qualifications:

Personal relationship with Jesus Christ as Lord and Savior as well as a calling to serve children, youth, and families.

Prior training and teaching experience preferred

Strong leadership and organizational skills to direct and implement programming required

Must possess strong interpersonal and communication skills

Technology skills required to increase social media presence and communicate with the groups