

# Meetinghouse Church Position Description

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**Position:** Director of Emerging Generations - Youth and Family

**Reports to:** Interim Executive Director

**Direct Reports:** None

**Classification:** Full-time (40 hrs week), Exempt

Includes regular nights and weekends, including attending and leading program elements that occur on weeknights, Saturdays and Sundays

**Pay Range:** \$55,000 - \$65,000

**Benefits:** Eligible for PTO, Health & Dental Insurance, Life Insurance, 401(k)

## ***Meetinghouse Church Core Values***

### ➤ **Welcome**

*Welcome, Beloved*

### ➤ **Risk**

*Risk Together the Messy Path of Faith*

### ➤ **Wrestle**

*Wrestle with the Tensions in God's Word & World*

### ➤ **Immerse**

*Immerse in Sacred Spaces & Rhythms*

### ➤ **Do Good**

*Do Good for Christ's Sake*

**Position Summary:** The Director of Emerging Generations - Youth and Families is responsible for leading and implementing youth programming, fostering a vibrant youth community, and building relationships with youth and their families. This role requires strong leadership, organizational, and interpersonal skills, as well as a deep commitment to the Christian faith and the values of Meetinghouse Church. The Director will collaborate with staff, volunteers, and the congregation to create a welcoming and inclusive environment where youth can grow in their faith and connect with others.

## **Responsibilities:**

### *Program Implementation and Leadership*

- Lead the development and execution of programming elements focused on Youth (Middle School and High School students). Program Elements should:
  - Reflect the Meetinghouse Church Values
  - Move students toward Meetinghouse Church Vision: Meet Jesus, Meet with each other, Meet with community.
  - Foster a culture and experience that prioritizes Spiritual Formation
  - Include participation in the broad life of the church
- Build and Foster a community of youth volunteers including recruitment, training, support and accountability.
- Manage program budgets as assigned
- Formulate and lead the Meetinghouse church confirmation process

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- Ensure that all Child Protection standards and processes are followed, including facilitating the regular training of child protection standards and processes with volunteers and youth participants, in partnership with Meetinghouse staff, Church Council, and lay leadership.
- Develop and maintain proactive communication with all stakeholders, including Meetinghouse Staff and Council, youth, and parents.
- Participate as a member of the Meetinghouse Staff, collaborating with staff, council members, and the congregation to live out Meetinghouse vision and values.

## Relational Ministry

- Build and maintain relationships with students and invest in their lives as appropriate.
- Build and maintain relationships with parents and families who surround these students, providing pastoral care, support and guidance as appropriate.
- Represent and reflect Meetinghouse vision and values in outward facing events and roles including occasional pastoral care visits, preaching, speaking, and any other ministerial/pastoral role.
- Foster a culture of direct and kind communication, transparency, and personal and professional accountability.

## Partnership/Team

- Collaborate with others (staff and volunteers) as we create, develop, and oversee special events, examples include Trunk or Treat, Christmas Festival, Christmas Eve Family Service, Eggstravaganza
- Collaborate with other ministry areas (I.e Children's Ministry, Adult Education, Missions, & Worship) to ensure missional continuity and to foster creative ministry opportunities
- Build relationships with other key players and influencers in the community to help make connections and partnerships to engage more broadly in the community.
- Be a reliable and safe adult for all youth and community members
- Establish and maintain healthy relationships with staff and members of the church
  - Health Relationships includes
    - Demonstrate healthy relational boundaries that reflect the difference between personal and professional relationships
    - Address interpersonal conflict in appropriate ways, abstaining from gossip and harmful side conversations. Working to resolve conflict in a manner that reflects Meetinghouse values.

## Core Strengths Needed for Success:

- Planning, organizing, and managing multiple tasks, events, and relationships
- Curriculum development
- Strong relationship skills with children, youth, and adults
- Budgeting and expense management
- Coaching and collaboration
- Building and leading teams
- Interpersonal problem-solving and conflict resolution
- Ability to delegate

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- Proficient at self-reflection, able to identify successes and failures and then modify to learn and grow
- Willing to receive feedback and incorporate feedback into action

## **Core Attributes Needed for Success**

- Demonstrated commitment to the Christian faith, and alignment with the vision and values of Meetinghouse Church.
- Deep love and appreciation for Youth
- Mature Judgment and Discretion
- Service-Oriented Leadership
- Flexibility and Resourcefulness
- 5+ years of leadership in youth focused programming
- 4 year Bachelor of Arts/Science in a related degree (or equivalent experience)

## **Physical Requirements**

- Ability to participate in physical activities related to children's and youth events and mission
- Physical work - walking, standing, hiking, lifting, etc.
- Must be able to lift up to 35 pounds at times