

WHITEHOUSE UNITED METHODIST CHURCH
Director of NextGen Ministries—Expectations and Information

Core Mission

The Director of NextGen Ministries (“Director”) will be entrusted with providing leadership for our congregation in proclaiming the good news of Jesus Christ to the children and youth of our community. In pursuing this mission, the Director will personally lead the congregation’s youth ministry and will oversee and coordinate the congregation’s children’s ministry.

Basic Agreements

The Director will be responsible to the Pastor as the congregation’s administrator and to the Staff-Parish Relations Committee (SPRC) as its employing agency and staff development body. The SPRC will evaluate the Director’s work at the end of a 90-day provisional period. Further review of the Director’s performance shall be given by the Pastor and submitted to the SPRC yearly thereafter.

Written notification of termination shall be given either by the Director or by the SPRC thirty days prior to termination.

This is a full-time position. The Director must be available to work on Sunday mornings and must be available for mid-week youth activities. The Director’s full schedule will be worked out in consultation with the Pastor and the SPRC.

The Director shall maintain Safe Sanctuary certification throughout their term of employment at Whitehouse UMC. The Director will participate in continuing education as agreed upon with the Pastor and the SPRC. The Director is subject to a random drug test annually.

Responsibilities

As the leader of the youth ministry, the Director’s responsibilities include:

- The planning and implementation of regular events and activities, including:
 - Weekly activities (mid-week youth group, Sunday morning events, etc)
 - Summer programs (such as mission trips, camps, etc)
 - Special/seasonal events
- The provision of pastoral care to the members of the youth group as needed
- The administration of an annual budget for the youth ministry
- The planning of fundraising efforts to support the youth ministry

As the coordinator of the children’s ministry, the Director’s responsibilities include:

- The recruitment and support of volunteers to lead children’s ministry events and activities
- The planning of regular events and activities, including
 - Weekly activities
 - Summer programs (such as VBS, camp, etc.)
 - Special/seasonal events
- The administration of an annual budget for the children’s ministry
- The planning of fundraising efforts to support the children’s ministry
- The coordination of the nursery schedule

Other responsibilities include:

- Attendance at Church Council meetings
- Attendance at congregation-wide events
- Managing the congregation’s Safe Sanctuary program
- Supporting other ministry areas as needed