

**Youth & Family Ministry Director
Unity Spiritual Center, Westlake, OH**

Located on a six-acre campus in Westlake, OH, Unity Spiritual Center (USC) is a center of support for spirit, mind, and body that promotes the Unity way of life by teaching spiritual principles and empowering individuals to pursue their practical spirituality.

Unity is a positive, practical, progressive approach to Christianity based on the teachings of Jesus and the power of prayer.

Our spiritual community provides a safe environment that is accepting, non-judgmental and loving. People from all walks of life gain self-esteem, self-acceptance, and self-empowerment, enabling them to expand and express their own possibilities and innate spirituality.

To learn more about Unity Spiritual Center, Westlake visit our website at:
www.unityspiritualcenter.com

For consideration, please submit your resume to: unityinfo@unityspiritualcenter.com.

Overview:

The Youth & Family Ministry (YFM) Director is an integral part of the Sunday morning experience. The Director will provide spiritual education for children and teens, support the volunteers' success in mentoring the youth, and foster a safe environment in which the young can grow through spiritual self-discovery.

While the Director may occasionally teach or assist with a lesson, s/he must remain available to attend to unexpected needs of a child, their parents, or a teacher. The Director is also responsible for attending to the administrative details involved in managing a Sunday morning experience.

Key Responsibilities & Duties:

1. To Children

- a. Provide consistency, predictability and structure for children.
- b. Provide safety in a welcoming, colorful environment.
- c. Provide loving, trained volunteers to support them, answer their questions, guide their inquiry process, and have fun with them.
- d. Provide materials and resources that guide and support their experience.
- e. See the Christ in each child.
- f. Pray with them.

2. To Parents

- a. Welcome new families and visitors to encourage their return.
- b. Review the registration forms with new parents as well as the media release portion of the form.
- c. Involve families in their children's spiritual program by offering handouts about the lesson and by encouraging their participation.
- d. Offer programs that build family and community relationships among families.
- e. Be available to parents to answer questions, listen to their concerns, and pray for and with them.
- f. Manage the process for parents to sign their children in and out of the class and explain that children will be supervised at all times, before and after class.

3. To Volunteers

- a. Ensure ample volunteers are available each week.
- b. Clearly define volunteer expectations and provide organized structure for them.
- c. Oversee applications, references and background checks of volunteers to ensure suitability.
- d. Provide training so volunteers can gain confidence and skills in working with youth and presenting all aspects of the lesson.
- e. Express appreciation of all volunteers' efforts and service, formally and informally.
- f. Support them in their individual spiritual growth.

4. To Congregation

- a. Create opportunities for children to share and be present with the congregation.
- b. Be a child advocate to the congregation and community.
- c. Plan intergenerational gatherings and service projects involving all ages.

5. To Minister, Church Staff and Board

- a. Advocate with the church leadership about the needs and activities of the youth program.
- b. Serve on other appropriate teams to advocate for the youth program.
- c. Prepare and submit a budget based upon the guidelines provided.
- d. Work with supervisor to create policies as needed.
- e. Develop ideas and strategies for the growth of this ministry in relation to the church's mission and vision.
- f. Keep all records current and work with Office Manager to record information.
- g. Follows policies, procedures, guidelines and instruction from Minister or Board of Trustees in the absence of a minister.

6. To Community

- a. Be a child advocate to the community.
- b. Promote the USC Youth and Family Ministry program appropriately in the neighboring community.
- c. Communicate with regional and national youth and family programs within the Unity movement.

7. Curriculum

- a. Identify and provide Unity curriculum or curriculum that is in alignment with Unity's teachings.
- b. Help provide materials and resources for lessons addressing all ages and abilities of youth in the program.
- c. Create safe classroom environments with appropriate enrichment resources.

Skills:

- Knowledge of Unity principles.
- Teaching of children and teens.
- Educational planning.
- Clear communication.
- Ability to manage a team.

Personal Attributes:

- Ability to relate well and respectfully communicate with Senior Minister, all staff, and the congregation.
- An energetic and inspirational leader.
- Exercise leadership in a cooperative manner.
- Set a good example of a personal spiritual life.

All employees and volunteers who work with our children are required to pass a pre-employment background check.

Accountability:

- The YFM Director will work under the supervision of the Board of Trustees (the Senior Minister once that person is hired) and in cooperation with the Worship Team.
- The YFM Director is expected to be at church on Sunday mornings. Flexibility will be given, in communication with the Senior Minister, regarding time off and being away on Sunday.

Position type: Part-time – 10 to 15 hours per week, or occasionally more as needed.

Hourly Rate: Negotiable, depending on experience.

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08/14/2023