

**New Bethel United Methodist Church
131 N. Main St.
Glen Carbon, IL 62034**

POSITION: Next Gen Director

EMPLOYMENT PERIOD: Beginning Summer 2023

ANNUAL SALARY: \$ 32,000 based on 32-35 hours per week,
including weekly attendance at New Bethel UMC worship services.

PENSION: 3 % annually = \$ 960.

OTHER BENEFITS: **Vacation: 10 days;** Vacation time is “use it or lose it,” each day is to be taken as a full calendar day.

Personal Days: 5 days to be used for whatever purpose you need (i.e. sick days, emergencies, birthdays, appointments, etc.) These days are also “use them or lose them” but may be taken in ½ day increments.

Applicable Holidays (see page 4 for full list).

SUPERVISOR: Pastor

REPORTS TO: Pastor and Staff Parish Relations Committee

PURPOSES OF THE NEW BETHEL UMC NEXT GEN MINISTRIES:

- 1) To help the children and youth of our church family grow in their relationship with Jesus, learning to accept him as Savior and serve him as Lord.
- 2) To model, nurture, and teach children and youth about healthy, Christian relationships with others (i.e. parents, peers, authority figures, etc.).
- 3) To assist them in learning the Bible and applying its principles to their daily lives.
- 4) To assess church programs, church needs, family and children and youth needs, and to make recommendations on ways the church can pivot to offer opportunities to meet these needs.

Special Working Conditions:

The idea of a Next Generation Director is to create and implement, in collaboration with church stakeholders, a long-term vision for children and youth ministries at New Bethel. This position combines working with both youth and children, who represent the Next Generation of our church family. As a staff member, the Next Generation Director is an integral part of the New Bethel UMC and one of its representatives. As such, it is expected that you actively strive to live out the highest ideals of the Christian faith. These include, but are not limited to: a personal relationship

with Jesus Christ as Lord and Savior; integrity and honesty in all areas of your life; truthfulness; self-control, respectful behavior toward all people regardless of age, race, or gender-related issues, and overall living a life-style that is consistent with the teachings of the Gospel.

DUTIES AND RESPONSIBILITIES:

1. Assess current opportunities and future programs for children and youth by meetings, discussions, focus groups, surveys, or any other tools, including addressing:
 - (A) how New Bethel helps youth engage their discipleship and faith transformation;
 - (B) determine what systems or programs are in place at New Bethel to provide support to young families to share their faith with their children;
 - (C) how New Bethel invites youth to know the overall New Bethel vision;
 - (D) assess how children participate in the general life and flow of the church;
 - (E) what improvements New Bethel can make to ensure families with children feel comfortable and fully incorporated in every aspect of church life; and
 - (F) make recommendations as to what current programs may continue, and/or what should be altered or let go to accomplish more children and youth engagement.

Answers to these questions should help guide the remainder of the Duties and Responsibilities.

2. Design and implement a program for children during part of the morning worship time (i.e. children's church or Bethel Kids).
3. Attend Sunday morning worship at the New Bethel UMC and assist in lesson teaching of the "children's church", if needed.
4. Help us build, staff, and lead a Children's Sunday School program.
5. Make connections with children, youth, teachers, volunteers, and families.
6. Aid in the communication and recruitment of ministry volunteers.
7. Professionally communicate to guests and prospects.
8. Help strategize, plan, and implement programming
9. Assist with planning and implementation of family events.
10. Attend all of our children and youth events.
11. Coordinate children and youth participation in other all-church activities (i.e. annual Trunk-or-Treat event, weekly worship, dinners, fundraisers, Thanksgiving

Dinner, etc.).

12. Keep detailed and accurate records for events, promotions, reports, and financial reports. As staff, you will have a seat on our **Administrative Council** and you will be expected to attend and give a report at these monthly meetings.
13. Participate in the Safe Gatherings training offered by New Bethel UMC, and abide by our Safe Gatherings policies.
14. Participate and lead in other functions as assigned by the Pastor.
15. Be an invited guest to the Staff Parish Relations Committee for purposes of contributing to the Conversations of Hope Annual assessment meetings.

With Youth (grades 6-12th):

- Have at least a weekly meeting with the youth – day and time to be determined by Next Gen Director, in conversation with the youth and their parents. This is your primary devotion time with the youth, so use the Bible and make it fun.
- Plan and lead a fun activity/event with the youth at least once a month. These can include things like get-togethers, movie nights, service projects, concerts, meals, etc.
- Meet regularly with the Pastor for planning and discussion of the youth program (and children's program).
- Encourage the youth in their faith and lives and be available for them. This may be done by attending their events, posting office hours, visiting in their homes, etc.
- Nurture the youth in their relationship with Christ and their interrelationships with their parents, other Christians, and non-Christians.
- Teach them how to witness to others about their faith.
- Create and maintain an up-to-date webpage and App content including events, calendars, and resources.
- Aid in training and equipping volunteers with our Bethel Students.

CONTINUING EDUCATION

We encourage employee to engage in continuing education classes, seminars, etc., for the employee's refreshment and benefit, as well as the church's. The Church will help pay for this and details can be worked out with the Pastor.

TERMINATION

Termination for Convenience: Either party may terminate this Agreement for any

reason, without liability related to that termination, by providing at least 2 week's prior written notice to the other party.

OFFICIAL HOLIDAYS FOR NEW BETHEL UMC STAFF:

- New Year's Eve and New Year's Day (December 31 & January 1)
- Good Friday or Monday after Easter (to be determined in consultation with Pastor)
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Veteran's Day
- Thanksgiving Day and the day after
- Christmas Day and the day after

I have read the position description for **Next Generation Director** of the New Bethel United Methodist Church and understand its contents. My signature below indicates my agreement and covenant to abide by the requirements set forth above.

Signature of Applicant

Date

6/1/2023