

## **PROGRAM DIRECTOR**

### ***TRINITY UNITED METHODIST CHURCH***

#### **Summary**

This is a very good job for the right candidate. Trinity United Methodist Church is a 250-year-old church with a rich history and a dynamic vision for the future.

The Program Director will coordinate the programming ministries at Trinity with an emphasis on fostering and growing Trinity's programs. The Program Director will work in conjunction with the Christian Formation Committee and Missions Committee to help coordinate the programming ministries of the church. The Program Director oversees Christian education, including Sunday School and youth group. This position can be full-time or part-time.

#### **Qualifications/Skills**

The best candidates for this position will have educational and employment experience that includes training and skills in youth ministry, creative endeavors like theater or music, social justice programs and community outreach. The very best candidates will have demonstrated leadership, enthusiasm, creativity, and patience in previous employment!

Qualified applicants should have a strong personal relationship with Christ and a commitment to advancing the ministry of the Christian church. The position will serve as a hub for all the programming ministries and applicants requires strong communication skills.

In addition, the applicant should have demonstrated experience, initiative, and vision to develop and implement programming for all ages. The successful candidate will have strong team leadership skills, the ability to work collaboratively with church staff and members, and to inspire the church. All applicants shall be subject to a law enforcement background check, be required to complete the "Protecting God's Children" class and adhere to the Trinity United Methodist Church's Child Protection Policy. A bachelor's degree with relevant major is preferred, but not required. Experience teaching Christian education a plus.

<b>DESCRIPTION OF DUTIES AND RESPONSIBILITIES</b>
<p><b>Coordinate</b> programming ministries at Trinity including Christian education and Missions related activities. Serve as a hub for encouraging collaboration between and among ministries to foster growth at Trinity UMC.</p> <p>Coordinate volunteer recruitment and training for ministry programs.</p>
<p><b>Design and maintain</b> effective communication programs between programming ministries, particularly as it relates to Christian Education and Mission related activities. This will include</p>

regular communications (e.g., email, mailings or other electronic media), and/or face-to-face meetings, as well as a social media presence on the church website and other media as appropriate.
<b>Assist</b> in organizing and enhancing annual events including (but not limited to) Fall kick-off, Fall Festival, Easter Egg Hunt, Family Christmas Service, Youth and Children’s Sunday as well as new special events and activities that promote Christian education, Community Outreach, and Mission related activities.
<b>Oversee</b> Christian education programs including Sunday School, Youth Group, and Confirmation. Prepare materials to assist volunteers in leading Sunday school services. Working with Beverley Hills Community UMC to coordinate weekly Youth Group.
<b>Attend</b> weekly staff meetings, quarterly committee meetings (Christian Formation and Missions,), and bi-monthly Church Council meetings.
<b>Maintain</b> regular communication and coordination of Christian education activities with youth and families as well as volunteers.
<b>Worship</b> Participate weekly in Sunday worship including worship leadership and children’s time.

### **Salary and Benefits**

The salary is commensurate with experience and the benefits package includes health insurance, paid time off and pension plan (pending employment terms). Trinity is also offering a \$2,500 signing bonus (pending employment terms). A small discretionary budget, private office, free parking, and administrative support are part of the advantages this job provides.