



First Presbyterian Church

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Job Description Director of Youth and Children's Ministries

Position Summary: First Presbyterian Church's Director of Children's and Youth Ministries develops, supervises, and evaluates opportunities for the children and youth in the congregation and community to grow into mature, adult Christians. These opportunities include Sunday school classes, Vacation Bible School, retreats, camps, conferences, and other events. This position and these ministries exist in order to help FPC achieve its Mission goals of

1. Embracing all people,
2. Engaging all neighborhoods,
3. Encouraging each other, and
4. Empowering lives.

Essential Functions:

1. Align children's and youth ministries with FPC's Mission goals,
2. Evaluate the effectiveness of programs for children and youth, and recommend needed changes,
3. Recruit and train Sunday school teachers and adult youth volunteers; hire and train Early Childhood Center (ECC) employees, and oversee the ECC,
4. Plan and lead weekly youth group meetings in concert with adult volunteers,
5. Promote youth participation in mission trips, retreats, camps, and conferences; chaperone such events,
6. Lead confirmation classes in coordination with ordained staff,
7. Coordinate selection of curriculum, supplies, and resources for Sunday school and seasonal events such as Vacation Bible School and the Christmas musical,
8. Implement the Child Protection Policy (CPP),
9. Coordinate fundraisers and all other special youth events,
10. Publicize children's and youth ministry events in cooperation with the executive administrative assistant,
11. Attend and participate in staff meetings when requested by the senior pastor,
12. Serve as the staff resource person to the Children and Families Ministry Team (CFMT) and the Youth Ministry Team, and attend team meetings, and
13. Other duties as assigned.

Desired Qualifications

1. Bachelor's degree from an accredited college or university.

2. Education and/or experience in one or more of the following areas: child and/or adolescent development, Christian education, religious studies, Bible and Christian theology, human resources, volunteer recruitment and supervision.

Core Competencies

1. Christian maturity. Exhibits a strong moral character. Dedicates time to worship, prayer, and Christian service. Holds to an ecumenical Christian faith and has an understanding of and an appreciation for the culture of a mainline Presbyterian congregation.
2. Compassion. Demonstrates genuine care for other people by sympathizing with their sufferings and rejoicing with them in their successes. Offers to help others. Is polite and considerate to people of all ages.
3. Collaboration. Seeks input from the staff, ministry teams, and congregational members regarding children's ministries. Accepts feedback and direction from the senior pastor and the session. Partners with other staff members and ministry teams to develop events and programs that foster inter-generational fellowship and better cooperation and communication throughout the congregation.

FLSA Status: Exempt.

Job Status: Fulltime.

Reporting Relationship: The Director of Children's Ministries will report to the senior pastor.