

Director of Children, Youth & Family Ministries

Reports to: Pastor as Head of Staff
Directly Supervises: Church Nursery staff
FLSA: Non-Exempt
Status: Part Time (20 hours/week)

Job Summary

To provide overall leadership that interacts with, engages, nurtures, and educates children, youth, and adults so that they grow in their relationship with God and neighbors, and support the church's mission of inspiring all to love and serve with Christ. The Director works collaboratively with staff, Session, committees, parents, and adult volunteers. The Director is a leader in envisioning the future and developing new programming ideas both for the church and for the near west side neighborhood.

Essential Functions

- Propose curriculum and resources to the Christian Education Committee:
 - a) for Sunday School and VBS programs
 - b) for neighborhood programs for children
 - c) for seasonal events such as Advent and Lent
- Train teachers in curriculum and provide guidance on encouraging meaningful participation of students
- Recruit and retain volunteers to help with children, youth, and adult programs
- Train, schedule and supervise the nursery staff
- Develop a good working relationship with various small group leaders and what they are studying:
 - a) Adult study groups, such as Men's Breakfast, Commoners
 - b) Wednesday night youth program
 - c) Confirmation Class
- Encourage congregational participation in educational programming by communicating upcoming activities and events, including announcements before worship
- Develop family specific programming
- Develop programming for neighborhood children and families
- Encourage development of intergenerational relationships in the congregation
- Seek involvement of the congregation in Presbytery's education events and camps
- Develop a relationship with churches in the community

Other Responsibilities:

- Staff resource responsible to the CE Committee and assume tasks as requested by the committee.
- Regular attendance at Sunday morning worship
- Participate in weekly staff meetings and quarterly meetings with the Head of Staff
- Participate in monthly meetings of the Christian Education Committee
- Participate in the annual review of staff carried out by the Head of Staff in conjunction with the Personnel Committee

Minimum Qualifications

- A commitment to the Christian faith and desire to nourish growth in faith Effective communication on an intergenerational level through traditional and non-traditional means
- Demonstrable leadership and organizational skills
- Understanding of childhood/youth development
- Proficiency in Microsoft Office, social media, and the operation of audio/visual equipment

Core Competencies:

Creativity and Innovation: Has a willingness to learn, be creative, and be self-driven while directing others to do the same. Generates new ideas, creates fresh approaches, learns from mistakes, and exercises good judgment about which creative ideas and suggestions will work.

Influencing Others: Encourages others to cooperate, participate, provide resources or make decisions, in service to the work at hand; uses verbal and nonverbal skills to communicate respect for others, and to generate energy, passion and commitment to an idea; creates an environment that others want to participate in.

Integrity and Trust: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

Initiative: Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Mission Ownership: Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.

Organizational Knowledge: Knowledgeable about how congregational communication, decision making and leadership works; knows how to get things done through formal and informal decision making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans his/her approach accordingly.

Time Management: Is able and willing to focus time on tasks that contribute to the church's goals; uses time effectively and efficiently; concentrates efforts on the most important priorities; can appropriately balance priorities.