

## **POSITION DESCRIPTION: DIRECTOR OF CHILDREN AND YOUTH MINISTRIES**

**(30 hours weekly Exempt)**

**PURPOSE:** To provide leadership and coordination for ministries involving the Christian education and spiritual formation of children and youth, to oversee a clear and consistent ministry.

**ACCOUNTABILITY:** Reports to and is supported by the Pastor/Head of Staff.

**WORK WEEK:** The position is 30 hours per week, including Sunday mornings and monthly evening meetings. THE DCYM will be on site as necessary and communicated to the congregation.

**BENEFITS:** Compensation shall include salary, study leave and vacation as negotiated and as confirmed in the letter of hire. Other benefits are according to the policies for full-time, professional exempt employees as set forth in the Personnel Policy Manual.

**RESPONSIBILITIES:** THE DCYM, under the direction of the Pastor/Head of Staff works with other staff and the congregation to achieve the mission and goals of Southminster Presbyterian Church. See the attached list of responsibilities for a detailed breakdown of current expectations for the position.

### **POSITION REQUIREMENTS:**

1. Has a strong commitment to Christ and to the Christian education and spiritual formation of children and youth.
2. Possesses a bachelors or graduate degree in education and experience related to children's education programming and working with children.
3. Exhibits solid interpersonal, planning teaching and mentoring skills.
4. Demonstrates the ability to work harmoniously and compassionately with all members of the congregation.
5. Can be decisive in crisis situations and is also flexible and of a collegial spirit.
6. Is committed to being present on Sunday mornings and other occasions when programs for children and youth are offered.
7. Computer literate and technology savvy.
8. Must be able to actively support Sunday morning worship and other special services related to the annual church calendar.
9. Appreciates diversity and fosters an inclusive community in the Church and beyond.

**RELATIONSHIPS:** The Director of Children and Youth Ministries is a member of the professional staff, is supervised by the Pastor/Head of Staff, and works with the pastoral staff, with the Christian Education Team with lay leaders and volunteers and with A Great Start Preschool. The Director of Children and Youth Ministries supervises the Child Care Staff.

**EVALUATION:** Performance evaluation and salary review will be conducted annually by the Pastor/Head of Staff with participation by a member to the Personnel Team if requested by either party.

**APPROVED BY SESSION:**

**UPDATED:**

**SIGNED BY INCUMBENT:**

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## **DIRECTOR OF CHILDREN AND YOUTH MINISTRIES RESPONSIBILITIES**

### **Children and Worship**

#### **Children's Ministry**

1. Coordinate a well-rounded, vibrant ministry with children that fosters a holistic, experiential and Christ-centered faith including but not limited to the following:
  - Planning, communicating, and participating in activities.
  - Overseeing the recruitment and process of equipping adults for leadership.
  - Ensuring compliance to the Child and Youth Protection Policy
  - Building relationships with children serving as a role model towards the goal of leading them to know and actively follow Jesus Christ as Lord and Savior .
  - Supporting and nurturing parents with their children's spiritual formation.
  - Implementing educational, fellowship, and service ministries by and for children which will lead to spiritual growth and application of Biblical principles in everyday life.
  - Setting goals for ministry and evaluating for continual improvement.
2. Oversee and coordinate programs including but not limited to the following:
  - Children and Worship
  - Sermon 2.0
  - Vacation Bible School
  - Children's Sunday School
  - Breakfast with Santa
  - Family Movie nights
  - Trunk or Treat/ Coordinate children's activities for the Pumpkin festival
  - Parents Night Out
  - 3<sup>rd</sup> Grade Bibles
3. Serve as a member of and staff resource to the Christian Education Team to select curriculum for children, establish and monitor the annual budget, identify and invite volunteer support, and outline and implement goals that support the mission of the Church.
4. Oversee the Nursery; supervise Child Care Staff.
5. Create Connections with A Great Start Preschool.
6. Participate in the connectional nature of the Presbyterian Church (U.S.A.), particularly with the Presbytery in matters of children's ministries.

### **YOUTH**

1. Coordinate a well-rounded vibrant youth program that fosters a holistic, experiential, Christ centered faith including but not limited to the following:
  - Leading and or/interacting with Confirmation class.
  - Planning communicating and participating in activities.
  - Overseeing the recruitment and process of equipping adults for leadership.
  - Ensuring compliance to the Child and Youth Protection Policy.

- Building relationship with youth, serving as a role model towards the goal of leading them to know and actively follow Jesus Christ as Lord and Savior.
  - Supporting and nurturing parents with the spiritual formation of their youth.
  - Implementing educational, fellowship, and service ministries by and for youth which will lead to spiritual growth and application of Biblical principles in everyday life.
  - Setting goals for ministry and evaluating for continual improvement.
2. Oversee and coordinate programs including but not limited to the following:
- Sunday School
  - Youth Group
  - Bible Studies
  - Puppet ministry (PB'nJ)
  - Confirmation class
  - Youth trips (Mission, Montreat, Triennium)
  - The Gathering
  - Graduation Sunday

#### **OTHER**

Complete other duties as assigned.