

Director of Children and Youth Ministries

Job Description

Reports to:	Senior Pastor
Directly Supervises:	N/A
Status:	Part Time (estimated 20hrs/week)
FLSA:	Exempt (salaried)

Job Summary:

The Director of Children and Youth Ministries will help shape and lead a flourishing, comprehensive program for children ages 0-18 at the First Congregational Church of Dundee. This program will guide and support children, youth, and families in their spiritual growth during each stage of life. This position will work closely and cooperatively with teams of lay leaders and volunteers to facilitate ministries such as Sunday School and High School and Middle School Youth Groups.

Essential Functions:

- **Sunday School:** This position will oversee the entire Sunday School program on Sunday mornings (held during our 10:00 worship service), including:
 - Recruiting, training, and supporting both paid and volunteer teachers.
 - Ordering, preparing, and implementing age-appropriate curricula
 - Coordinating with our music ministry to incorporating music into Sunday School
 - Coordinating with pastors to facilitate children's participation in worship
- **Confirmation:**
 - Partner with Senior Pastor to facilitate weekly confirmation classes for 8th graders
 - Work with confirmands, sponsors, and families to develop relationships and connections with the church
- **Youth Groups:** This position will serve as the primary leader for our Middle School and High School Youth Groups, including:
 - Weekly MSYG gatherings on Wednesday evenings from 6:30-8:00 (during the school year)
 - Weekly HSYG gatherings on Sunday evenings from 6:30-8:00 (during the school year)
 - Annual retreats for both MSYG and HSYG
 - Annual mission trip for HSYG (usually a one-week trip in late June)
 - Other special service and fellowship events
 - Youth-led Worship services (usually 2-3/year)
- **Our Whole Lives (OWL):**
 - Work with trained facilitators in our congregation to lead Our Whole Lives, a comprehensive, faith-based sex education curriculum (<https://www.uua.org/re/owl>).
- **Administration:**
 - This position will be responsible for some administrative functions relating to these areas of programming, including budgeting, communication, scheduling, and more.

Compensation: \$30,000/year total package

Physical Requirements: Candidates must be able to perform essential functions as listed above

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Other Requirements:

- Pass a background check
- Be 21 years of age or older
- Be comfortable with United Church of Christ theology
- Be LGBTQIA+ friendly
- Follow all Safe Church and Personnel guidelines/procedures outlined in the FCC Employee Handbook and Safe Church Policy
- Perform tasks in a manner consistent with standards of professional practice, including but not limited to: confidentiality, strong work ethic, self-directed work activities, conflict management, and good communication
- Answer calls and emails from congregants in a timely manner
- Track students' needs, providing proactive and reactive care as appropriate
- Communicate with clergy regarding pastoral and program concerns
- Demonstrate a clear sense of ethical limits, confidentiality, and age-appropriate youth behaviors
- Possess a basic knowledge of congregational life, theology, and the Bible
- Attend to other duties as assigned
- Education and experience related to essential functions and other requirements

Core Competencies:

- **Mission Ownership:** Understands and supports the mission of FCC Dundee as a welcoming, inclusive congregation seeking to grow in love of God and neighbor.
- **Interpersonal Skills:** Demonstrates the ability to work with, lead, and empower others. Engages people positively, with a demeanor of optimism, self-giving and abundance. Relates to children and youth in particular with authenticity, gentleness, and respect.
- **Management Skills:** Demonstrates commitment and flexibility in scheduling in cooperation with all those with whom we relate. Marshals resources as necessary (people, funding, equipment, etc.) to get things done. Actively seeks to grow creatively and provide new opportunities and capacities.