

Children/Youth Director

Job Description

Position: Children/Youth Director

Reports to: Senior Pastor

Work Week: Exempt position; 40+ hours per week to meet work demands

Revised: July 27, 2020

Salary: $35,000 - $40,000 Based on Experience & Education

**Position Summary:**

Children/Youth director is responsible to provide spiritual leadership to children and adolescents. They are to lead and train children/youth ministry workers and be in charge of children/youth services in the church. They are to plan Children/youth programs and activities and be responsible for carrying out the Senior Pastor's vision for the church through the children/youth ministry. The Children/Youth Director must be committed to holistic family ministry, seeing parents as the primary disciple-makers in their children’s lives and church leadership as support.

**Staff & Church Officers Relationship:**

* The Children/Youth director is responsible to the Senior Pastor, who will supervise and evaluate.
* One on one meetings and mentoring will take place for at least one hour/week for evaluation/direction/support/ and challenging.

**Essential Job Functions:**

* All employees of Fuquay-Varina Baptist Church will adhere to the Church Expectation of Staff Members as referenced in the Personnel Handbook.
* Hold sensitive information in complete confidence.

**Additional Responsibilities:**

* Attend weekly church staff meetings and support any plans made by the Church.
* Prepare and present information concerning the program at church business meetings.

**Minimum Qualifications:**

* Must be called by God to work with Children/Youth.
* Has trusted in Jesus as Lord and Savior and faithfully follows him
* Shall be a Spiritually filled Christian, ascribing to the vision of Fuquay-Varina Baptist Church.
* They must be able to effectively study the Bible, so they are prepared to teach and counsel from it.
* Shall have at least two years of experience working with children/youth in lay or ministerial role.
* Have and maintain a good moral character.
* They must have good interpersonal and communication skills, as they must communicate with a variety of people, including pastors, children, youth, parents and community members.
* They must be comfortable speaking in public and small group settings.
* Due to the fact that they will have several responsibilities, they must have sharp organizational and time management skills.
* Musical abilities are a plus
* Models for youth, children and families what it means to love God and others
* Exhibits a love for youth and children
* In agreement with the Doctrinal Statement of FVBC and committed to abide by the By-Laws of FVBC
* In line with the mission, vision, and values of FVBC

**Academic:**

* Has a minimum of a Bachelor’s degree.
* Preferably has relevant theological education in addition.

**Skills:**

* Able to effectively teach and communicate the Bible.
* Skilled in administration and strategic leadership (planning, equipping others).
* Physically able to engage in activities with children/youth.
* Able to motivate and grow a team.
* Relationally gifted: A connector, team player, draws people in.

**Essential Duties: Youth Ministry**

Teaching and Shepherding:

* Be the primary Bible teacher for our weekly combined Jr. High/HS youth group
* Design a small group structure for youth group so students can interact and discuss the Bible/weekly teaching
* Make sure that students are being reached out to by either you or your team weekly through text/social media
* Help students take next steps to grow in areas of worship, fellowship, and mission, this includes reading their Bibles, coming to group, sharing their faith, serving the community, etc.

Recruiting and Team Building:

* Pray for the FVBC Youth Ministry leaders and their families
* Recruit and screen leaders for weekly youth ministry
* Organize training/team building for leaders regularly and as needed
* Stay in regular contact with leaders for care and support
* Provide leadership to team, setting the tone for ministry, being available for concerns, issues, changes, and feedback

Strategic Planning:

* Plan and communicate special events, church-wide announcements, and updates.
* Establish yearly goals for Youth Ministry.
* Develop yearly calendar and budget.

Family Care:

* Pray for the families of FVBC.
* Prepare parents and families (through appropriate means) to disciple their children in the home throughout the week, reinforcing weekly lessons.
* Communicate vision, goals and Youth Ministry procedures to parents.
* Track attendance for youth to provide appropriate care.

Sunday AM Responsibilities:

* Be present and involved on Sunday mornings.
* Encourage and invite youth to attend Sunday School and Sunday AM worship service.

Staff Responsibilities:

* Attend and participate in regular staff meetings.
* Keep the Senior Pastor informed of life in Youth Ministry
* Work in conjunction with the Senior Pastor to adjust policy and strategy as needed.

**Essential Duties- Children ages 4 through 5th grade**

Recruiting and Team Building:

* Pray for the FVBC Children’s Ministry volunteers and their families.
* Recruit and screen leaders for Sunday AM Children’s ministry.
* Bolster our teaching rotation with adequate teachers and subs.
* Keep updated list of volunteers with contact information.
* Organize and execute training for volunteers regularly and as needed.
* Coordinate ministry teams/scheduling for various age groups, ensuring at least 2 adults present at all times.
* Stay in regular contact with teachers for care and support.
* Provide leadership to team, setting the tone for ministry, being available for concerns, issues, changes, and feedback.
* Curriculum and Preparation
* Organize, focus, and distribute curriculum and necessary materials to each teaching team/classroom weekly
* Ensure supplies for classrooms are stocked and ready

Strategic Planning:

* Implement key growth structures for Children’s Ministry including an effective check-in system, timing and flow on Sundays, pick up expectations, follow up, and norms for classes.
* Plan and communicate special events, church-wide announcements, and updates.
* Establish yearly goals for Children’s Ministry.
* Develop yearly calendar and budget.

Family Care:

* Pray for the families of FVBC.
* Prepare parents and families (through appropriate means) to disciple their children in the home throughout the week, reinforcing Sunday lessons.
* Communicate vision, goals and Children’s Ministry procedures to parents.
* Track attendance for children and families to provide appropriate care.

Sunday AM Responsibilities:

* Be the point person for Sunday AM ministry.
* Ensure Sunday AM check-in experience is warm, welcoming, and clear for all families (especially new ones).
* Ensure children and parents are clear on where to go, when to go there, and feel safe and excited to do so.
* Ensure teachers are present, engaged, and on time.

Staff Responsibilities:

* Attend and participate in regular staff meetings.
* Keep the Senior Pastor appraised of life in Children’s Ministry
* Work in conjunction with the Senior Pastor to adjust policy and strategy as needed.

**Nursery Duties:**

* Oversee the Sunday Morning Nursery Program
* Screen nursery workers using a background check to keep our nursery safe
* Institute (if not already done) a child safety policy
* Train nursery workers on policy, procedures, and safety
* Arrange nursery worker rotations and scheduling
* Maintain a list of substitute nursery workers. Stay in communication with the nursery workers and help support them. If a nursery worker can’t make it, have them follow the procedure to make sure that they have a substitute.
* Make sure that the nursery is being taken care of in a loving and sanitary manner.
* Regularly check in on nursery. Any instance of abuse that you observe or is reported to you is to immediately be reported to the Senior Pastor.

Any other duties and tasks as assigned by the Senior Pastor or his designee.