

Westminster Presbyterian Church Charleston, SC

Position Description - Director of Youth and Children's Ministries

WESTMINSTER PRESBYTERIAN CHURCH (PCUSA): Westminster is a congregation of 500 members with active youth and children's ministry programs. We seek to nurture and strengthen the faith of our growing number of children and youth and reach out to the children, youth, and families in our community.

PURPOSE OF THE POSITION: The position exists to develop children and youth who are disciples of Christ. That goal will be achieved by promoting, and administering a comprehensive and expanding ministry for children and youth (pre-school – 12th grade, college-aged) and providing leadership to and supervision of volunteers involved in this ministry.

ACCOUNTABLE TO: The position is accountable to the Pastor and coordinates with the Associate Pastor and the Christian Education Committee.

QUALIFICATIONS:

1. One who exhibits a personal and growing relationship with God, humility, and a personal spiritual life congruent with biblical standards for believers.
2. One who possesses a minimum of a bachelor's degree in a related field or comparable work experience in children's and youth ministry and basic administrative skills.
3. One who is gifted and is called to ministry with children and youth, loves young people, and has a passion for evangelism and outreach, both personally and at the ministry level.
4. One who is a gifted teacher, with a strong biblical and theological background, who is in agreement with the essential tenants of the Reformed Faith and understands the polity of the PCUSA.
5. One who is a self-motivated leader, possesses relational skills and maturity, and is capable of carrying out a shared vision for ministry.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Assist the CE Committee in designing, implementing, and supporting a program for children and youth which includes opportunities for Bible study, fellowship, recreation, outreach, mission, and retreats.
2. Provide guidance to the CE Committee in the recruiting, training, and motivation of volunteers for leadership in youth and children's ministry programs, including but not limited to Sunday School, Youth Fellowship, Youth Retreats, Children's Fellowship, regular Youth Group meetings, Vacation Bible School, and other church activities. Regular communication with volunteers and parents is expected.
3. Assist the CE Committee in the selection of curriculum and educational tools for youth and children's ministry programs.

4. Communicate regularly with the CE Committee, reviewing previous activities and plans for upcoming activities.
5. Assist Westminster Pre-School by leading weekly Christian Nurture programs. The DYCM is a “bridge” between the church and preschool.
6. Be available during the Sunday School hour; prepare Children’s Sermons and attend worship weekly; regularly meet with other staff; prepare programming and schedule for Wee Church & Children’s Church volunteers.
7. Coordinate ministry to/with WPC college-aged students.
8. Maintain scheduled office hours and be available offsite for visits with children, youth, and parents. A flexible schedule is both allowed and necessary.
9. Maintain educational equipment and programming supplies, purchasing equipment and supplies when necessary. This includes equipment for Sunday child check-in procedures.
10. Provide input to the CE Committee in developing an annual budget for Youth and Children’s ministries. Appropriate expense reports for all programming will be maintained.
11. When youth and children are involved, work with appropriate committees, officers, and leaders in carrying out the ministry of the church. For example, working with the Membership Committee in reaching out to new families.
12. Attend events offered for leadership development in the areas of CE for children and youth.
13. Serve as liaison with nursery staff, requesting special nursery hours as needed.
14. Assist the Child Protection Committee in annual policy review and regular training of volunteers and church leadership.
15. The DCYM will be responsible for other duties as assigned by the Pastor.

COMPENSATION AND TIME OFF:

Compensation and benefits are negotiable and consistent with area norms. The position is 40 hours a week with emphasis on Sunday presence. Comp time for evening hours and retreats is offered. Annual leave is set according to the WPC Administrative Manual.

This position description is intended to provide a general guideline of the requirements, duties and responsibilities of this position. It is not intended to be an all-inclusive description of the position, nor is it intended to place limitations on the position. As with all positions at WPC, the employee will look for ways to contribute to the well-being of the church and its congregation.