

First Presbyterian Church of Plymouth

Note: **FPCP is searching for leaders for its Children's and Youth Ministries.** We recognize that some candidates prefer to seek a full-time position, and others prefer a part-time position.

As we seek the individuals God is calling, we are happy to *consider qualified candidates who prefer a either a full-time or a half-time position*: the full-time position will be responsible for both Children's and Youth Ministries, while a part-time position will be responsible for one (but not both) of these ministries.

Attached below are job descriptions for each of these positions. If you are interested in any one of these positions, please contact us directly via email at fpccdsearch@gmail.com

First Presbyterian Church of Plymouth - Job Description

Job Title: Director of Family Ministries (birth through high school)

Overview: First Presbyterian Church of Plymouth is a loving and faith-filled congregation of 800 members, located midway between Detroit and Ann Arbor. The Director of Family Ministries will work with, coordinate, participate in, and oversee all aspects of FPCP's programs for children and youth with the goal of building a foundation on which they can become lifelong disciples of Christ. The Director will carry out the duties and programs as assigned by the Associate Minister in conjunction with the Christian Nurture Committee (CN), as listed in the objectives outlined below. Children's ministry covers birth through grade five; youth ministry covers middle school through high school. This position will help recruit, work closely with, and oversee key adult volunteers to implement each ministry's respective programs.

Reports To: Associate Minister; works in conjunction with CN.

Hours/Salary range: Full time – 40 hours per week; \$46,000-\$52,000 annually.

Objectives:

Programming

- Develop, implement, and participate in objectives-based programs that allow children and youth to engage in age-appropriate spiritual and biblical formation actively, creatively, and joyfully. Examples include (but are not limited to) Sunday School, midweek programs, Vacation Bible School, mission activities and trips, retreats, fundraising, and fellowship events.
- Work with children's and youth ministry volunteers and the CN committee to expand current programs and develop new ones, including ones that reach our less-connected families who are attending worship online.
- Support the confirmation leaders and provide input for the confirmation class, confirmation retreat, and other confirmation activities.
- Coordinate the family ministry budget with the CN and Finance Committees to ensure alignment with the overall church budget.
- Liaise with parents and the adult volunteers to help children and students transition well throughout various stages of the program (Ex: elementary-aged programs to middle school programs, middle school programs to high school programs, and post-high school programs)
- Supervise the Nursery Care Coordinator and assist with general nursery maintenance.

Pastoral Care, Spiritual Development, and Community-Building

- Provide compassionate care as needed to children, youth, and their families.
- Develop rapport and relationships with children, parents, and volunteers.
- Partner with parents and volunteers to provide a space where children are affirmed as they begin to engage in faith exploration, and where youth can ask questions about faith and life and thus develop into spiritually mature disciples of Christ.
- Utilize a variety of tools (emails, mailings, social media, texting apps) to communicate regularly with parents about what children and youth are learning in various ministries and to advertise for future events.

- Invite and integrate children and youth into worship, reflecting the desire for greater intergenerational fellowship.
- Network with parents and the congregation to recruit volunteers.
- Educate, train, and follow-up with volunteers to ensure program execution, growth, and leadership development.

Administrative Tasks

- Participate in church meetings, staff meetings, and CN meetings as appropriate.
- Maintain a yearly calendar, work plans, and a summary report of duties performed.
- Maintain office hours as agreed to by the Associate Minister.
- Report issues as appropriate to the ministerial staff.
- Perform other duties and tasks as required.

The successful candidate also will comply with denominational and state safety regulations when working with minors and will adhere to church family ministry safety policies.

Qualifications:

Bachelor's degree in a related field is preferred, but not required.

Must have relevant experience in leading and coordinating children and youth ministry and education.

Note:

This listing is for a full-time position that leads family ministry at FPCP. Success in this position will rely greatly on the candidate's ability to nurture and work effectively with a group of adult volunteers that will assist with implementing the respective programs for children and youth.

As we seek the individual God is calling, we are happy to *consider candidates who prefer a half-time position* that would be responsible for one (but not both) of these ministries. If you are interested in one of these part-time positions, please refer to the job posting for "Director of Children's Ministry" or "Director of Youth Ministry" (both of which can also be found on this website). Or contact us directly via the email below.

To Apply:

Please send email with resume to our search committee at fpcpcdsearch@gmail.com

First Presbyterian Church of Plymouth, Michigan

Job Title: **Director of Youth Ministry** (middle school and high school aged youth)

Overview: First Presbyterian Church of Plymouth is a loving and faith-filled congregation of 800 members, located midway between Detroit and Ann Arbor. The Director of Youth Ministry will work with, coordinate, participate in and oversee all aspects of FPCP's program for youth from middle school through high school with the goal of creating active lifelong disciples of Christ. The role will focus equally on middle and high school students. The Director will carry out the duties and programs as assigned by the Associate Minister in conjunction with the Christian Nurture Committee (CN) as listed in the objectives outlined below.

Reports To: Associate Minister; works in conjunction with Christian Nurture Committee.

Hours/Salary: Part time – 20-25 hours per week; (Sundays and 2-3 weekdays required). Annual salary for this part-time position is \$23,000-\$26,000.

Objectives:

Programming

- Develop, implement, and participate in programs for the spiritual formation of all middle and high school students, such as (but not limited to) Sunday school, weekly fellowships, retreats, mission activities and trips, and fundraising events.
- Support the confirmation leaders and provide input for the confirmation class, confirmation retreat, and other confirmation activities.
- Work with youth volunteers and the CN committee to expand current programs and develop new ones.
- Coordinate the youth budget with the CN and Finance Committees to ensure alignment with overall church budget.
- Liaise with the Director of Children's Ministry to support the transition of children and their families to youth programs.

Pastoral Care, Spiritual Development, and Community-Building

- Provide compassionate care as needed to youth and their families.
- Develop rapport with youth, parents, and volunteers.
- Partner with parents and volunteers to provide a space where students can ask questions about faith and life and thus develop into spiritually mature disciples of Christ.
- Invite and integrate youth into worship, reflecting the desire for greater intergenerational fellowship.
- Network with parents and the congregation to recruit volunteers.
- Educate, train, and follow-up with volunteers to ensure program execution, growth, and leadership development.

Administrative Tasks

- Participate in church meetings, staff meetings, and CN meetings as appropriate.
 - Maintain a yearly calendar, work plans, and a summary report of duties performed.
 - Maintain office hours as agreed to by the Associate Minister.
 - Report issues as appropriate to the ministerial staff.
- Perform other duties and tasks as required.

The successful candidate also will comply with denominational and state safety regulations when working with minors and will adhere to church family ministry safety policies.

Qualifications:

Bachelor's degree in a related field is preferred, but not required.
Must have relevant experience in leading and coordinating youth ministry and education.

Note:

This listing is for a part-time position that leads youth ministry at FPCP.
As we seek the individual God is calling, we are happy to *consider qualified candidates who prefer a full-time position* that would be responsible for both Children's and Youth ministries. If you are interested in this full-time position, please refer to the job posting for "Director of Family Ministries" (which can also be found on this website). Or contact us directly via the email below.

To Apply:

Please send email with resume to our search committee at fpcpydsearch@gmail.com

First Presbyterian Church of Plymouth, Michigan

Job Title: Director of Children's Ministry (birth to fifth grade)

Overview: First Presbyterian Church of Plymouth is a loving and faith-filled congregation of 800 members, located midway between Detroit and Ann Arbor. The Director of Children's Ministry will work with, coordinate, participate in, and oversee all aspects of FPCP's programs for children with the goal of building a foundation on which they can become lifelong disciples of Christ. The Director will carry out the duties and programs as assigned by the Associate Minister in conjunction with the Christian Nurture Committee (CN), as listed in the objectives outlined below.

Reports To: Associate Minister; works in conjunction with Christian Nurture Committee.

Hours/Salary: Part time – 20-25 hours per week; (Sundays and 2-3 weekdays required). Annual salary for this part-time position is \$23,000-\$26,000.

Objectives:

Programming

- Develop, implement, and participate in programs that allow children to engage in age-appropriate spiritual and biblical formation actively, creatively, and joyfully. Examples include (but are not limited to) Sunday School, midweek program, Vacation Bible School, mission activities, and family fellowship events.
- Work with children's ministry volunteers and the CN committee to expand current programs and develop new ones, including ones that reach our less-connected families and families who are watching worship online.
- Coordinate the children's budget with the CN and Finance Committees to ensure alignment with the overall church budget.
- Liaise with the Director of Youth Ministry to support the transition of children and their families to youth programs.
- Supervise the Nursery Care Coordinator and assist with general nursery maintenance.

Pastoral Care, Spiritual Development, and Community-Building

- Provide compassionate care as needed to children and their families.
- Develop relationships with children, parents, and volunteers.
- Partner with parents and volunteers to provide a space where children are affirmed as they begin to engage in faith exploration.
- Utilize a variety of tools (emails, mailings, social media, texting apps) to communicate regularly with parents about what children are learning in various ministries and to advertise for future events.
- Invite and integrate children into worship, reflecting the desire for greater intergenerational fellowship.
- Network with parents and the congregation to recruit volunteers.
- Educate, train, and follow-up with volunteers to ensure program execution, growth, and leadership development.

Administrative Tasks

- Participate in church meetings, staff meetings, and CN meetings as appropriate.
- Maintain a yearly calendar, work plans, and a summary report of duties performed.
- Maintain office hours as agreed to by the Associate Minister.
- Report issues as appropriate to the ministerial staff.
- Perform other duties and tasks as required.

Qualifications:

Comply with denominational and state safety regulations when working with minors.

Adhere to church family ministry safety policies.

Bachelor's degree in a related field is preferred, but not required.

Must have relevant experience in leading and coordinating children ministry and education.

Note:

This listing is for a part-time position that leads children's ministry at FPCP.

As we seek the individual God is calling, we are happy to *consider qualified candidates who prefer a full-time position* that would be responsible for both Children's and Youth ministries. If you are interested in this full-time position, please refer to the job posting for "Director of Family Ministries" (which can also be found on this website). Or contact us directly via the email below.

To Apply:

Please send email with resume to our search committee at fpcpcdsearch@gmail.com