



### **Director of Children, Youth & Young Adult Ministries**

**Purpose:** The Director supports, strengthens, and encourages spiritual growth for children, youth, young adults and their families. Within the context of the congregation's life, the Director visions, coordinates and implements programs and activities which enrich the ministry of the church.

The responsibilities of the Director fall under three basic categories:

#### **1. Vision**

- a. Provide staff leadership to the Children's Nurture Committee (birth – 6<sup>th</sup> grade) and Youth Nurture Committee (7-12<sup>th</sup> grade), Adult Fellowship and Education and Safe Church overseeing faith development and providing leadership in direction, scope, and continuity of religious education of preschool, elementary, middle school, high school, and young adult individuals.
- b. Partner with Youth Nurture Committee to envision mission projects (local and beyond), by providing spiritual discernment, consistency with the congregation's and denomination's theology.
- c. Maintain a broad view of FPC's ministry, attentive to where God may be leading us, especially when considering a multi-generational audience.
- d. Explore new programming possibilities and partnerships with other churches and First Presbyterian Preschool.

#### **2. Coordinate**

- a. Coordinate the education and fellowship activities of the church for children, youth and their families into an integrated and effective ministry of Christian education.
- b. Advocate for children, youth, and their families in the life of the church as well as in the worship and special events. Advocate for contact with and engagement of students away to college.
- c. Actively engage children, youth and young adults in worship, leadership and mission opportunities; including coordinating children's and youth participation in worship with the pastor, music director, and church volunteers.
- d. Provide staff leadership support and guidance to the youth program in partnership with the Youth Nurture Committee leadership team.
- e. Provide staff leadership organizing current education materials, supporting volunteers in their use, and researching new materials and ideas.
- f. Offer staff leadership to Safe Church process, as outlined in the Safe Church policy.
- g. Serve as staff liaison to the First Presbyterian Preschool Board.

#### **3. Implement**

- a. Lead the Time with Children in worship.
- b. Assist committees in recruitment and training of volunteers, showing volunteers appreciation, and creating opportunities for continuing education as they minister with children, youth, and young adults.
- c. Maintain regular, open and consistent communication with youth, young adults, families, teachers and the congregation.
- d. Hire, train and supervise the paid childcare staff in conjunction with Children's Nurture Committee to provide a safe and nurturing environment for children.
- e. In the context of the Director's relational ministry, provide pastoral care for children, youth, young adults, and their families, and make pastor aware as appropriate.
- f. On mission trips, the Director will participate as the spiritual guide.



**Relationships:** The Director of Children, Youth & Young Adult Ministries will work with, and under the supervision of, the Head of Staff. He/she will be responsible to the Session (church board) through the Personnel Committee. Participate in weekly church staff meetings.

**Evaluation and Review:** Performance reviews will be conducted annually by the Pastor with Session Personnel Committee, with input from the Children's Nurture Committee, and the Youth Nurture Committee. The Session Personnel Committee will annually review the adequacy of compensation.

**Hours and Leave:**

This is a forty-hour-per-week position; the employee is responsible for submitting a regular report of hours and activities to the pastor. The church wishes to be flexible and supportive of the Director's personal and family life. Some consistent hours in the office will be helpful, but availability, responsiveness and productivity are more important. Two days off a week are encouraged, and three weeks of vacation (including three Sundays) are provided. There are typically youth mission trips each summer, for which the Director has responsibility. To compensate for the time above forty hours worked during a mission trip, the necessary comp time will be scheduled at the discretion of the pastor and the Director.

The Director is expected to be available for special services, such as Christmas Eve, unless special arrangement has been made.

Continuing education is encouraged and a week of leave and \$2,000 per year are provided for that purpose. The allowance may accumulate for up to three years.

April 2022