

Calvary Moravian Church
Job Description

Director of Children, Youth, and Families

Status: Full-Time

Schedule: 40 Hours per week

Workdays: Sunday-Thursday w/weekend and event work as required.

Sundays, 9am-2pm (and/or Wednesday evenings 5-7pm)

2nd Thursday of Each Month-Christian Education Committee: 7-9pm

Weekly Monday Staff Meeting Attendance: 9:30-11:30am

Reports To: Pastor/Head of Staff; Christian Education Committee; Joint Board

Reviewers: Pastor/Head of Staff; Personnel Chair; Christian Education Chair; Vice-Chair of Elders

Purpose: The Director is responsible for organizing and overseeing all educational and ministry programs that support and nurture our children, youth, and their families at Calvary Moravian Church. As an integral part of a comprehensive team ministry, the Director will work with the Pastors, Director of Music and Congregational Ministries, and Christian Education Committee to provide Christ-centered spiritual development in the tradition of the Moravian Church. This job requires keen organizational skills, a spirit of collaboration and teamwork, strong written and oral communication skills, a sense of humor, a sincere love of God's people of all ages, and a desire to inspire a stronger community of faith within and beyond the walls of the church.

Qualifications/Skills:

- Possess a genuine love for God and people and has excellent interpersonal skills
- A person of honesty, dependability, and mature judgment
- Able to work collegially within a team ministry
- Possesses a "can-do spirit" and is flexible
- Exceptionally organized
- Highly motivated and entrepreneurial
- Passion for working in an urban ministry setting
- Certified Christian Educator, preferred (will consider those willing to obtain certification)

Responsibilities and Expectations:

Administration

- Prepare monthly report and agenda (in conjunction w/CEC Chair)

- Send out meeting reminders, invites, and materials.
- Run the zoom meeting (technology)
- Report back to staff after each meeting

Nursery

- Manage our Paid Nursery Workers - Confirming hours, approving and submitting check requests, and distributing checks monthly.
- Ensure all cleaning/disinfecting measures are completed after each use.
- Coordinate with Salem Presbyterian any cooperative needs or concerns to be discussed with Salem Pres. (In conjunction with the Director of Congregational Ministries and/or Pastor(s)).
- Schedule and coordinate our Paid and Volunteer Nursery workers.

Godly Play

- Confirm and/or Create a lesson schedule in August for the whole year based on lectionary. Decide on and order Children's Curriculum each fall.
- Manage and Coordinate weekly Lay Leadership to lead stories.
- Offer training opportunities in conjunction with Dir. of Congregational Ministries as needed.
- Be a part of the leadership rotation.

Sunday School (Along w/the Christian Education Committee)

- Children:
 - Create Yearly Schedule (in August) for
 - Rotation of teachers
 - Craft Sundays
 - Children's Choir Sundays (coordinate with Staff & Worship Planning)
 - Ensure we're up to date with all Safe Sanctuary Requirements
 - Serve as backup teacher in case of lay leader illness or scheduling changes.
- Youth:
 - Ensure leaders have any curriculum or program needs as requested
- Adult:
 - Check in with existing classes on a monthly basis to ensure all is well.
 - Help organize any Topic Classes or Short Term Studies as needed.

Children and Family Activities

- Create Calendars each semester in conjunction w/CEC, youth leaders, and staff.

- Coordinate calendars w/all other church wide events in conjunction with Dir of Congregational Ministries.
- Distribute and communicate to church admin, parents, kids, leaders, etc...
- Organize retreats to Laurel Ridge, Beach, etc...and Lock-ins
- Organize, advertise, and execute children and youth mission activities (such as overflow meal evenings, 30 hour famine, Souper Bowl of Caring, shred days, rummage sales, etc...)

Special Worship Services (in conjunction w/ CEC and Staff)

- Promotion Sunday details
- Blessing of the Backpacks
- Milestones and Stars
- Children, Youth, and Baccalaureate Sunday
- Pageant Sunday

Laurel Ridge

- Summer Mission Camp (organizing and facilitating)
- Keep a Calendar of when all our members are going to Summer Camp.
- Help w/children or youth programming for annual Church Wide Retreat

Calvary at the Table

- Plan and teach programming for children ages PreK-5th grade.
- Coordinate with Youth Leadership on programming and programming needs.

Communication

- Ensure Office & Communications Manger has all needed up to date calendar info for bulletins, e-blasts, and newsletters.
- Communicate via text or email reminders directly with Families.
- Create and distribute online and paper calendars on a semester basis.
- Coordinate with Facilities Manager all set-up/cleaning needs
- Board and Congregational Updates when needed

Provincial

- Attend monthly Christian Educator's meetings on first Thursday of each month
- Support Provincial activities as needed or requested