



## CLAREMONT UNITED CHURCH OF CHRIST

Dear Applicant,

We are thrilled that you are considering employment at Claremont United Church of Christ as our Director/Minister of Children, Youth, and Families! Allow us to give you a snapshot of the church and your potential role in it:

### THE PAST:

Our church was established in 1891 by Congregationalists who came to California to start Pomona College across the street from our campus. At the time it was the only church in Claremont and was known lovingly as The Claremont Church. As the surrounding area has grown through the years, our church has always been beloved by the wider community because of our commitment to civic engagement, social justice, and the extravagant welcome we extend to everyone. Claremont remains a quaint college town with progressive values and is consistently ranked as one of the top places to live in America.

When we were called to co-pastor Claremont United Church of Christ in 2016, the church was searching for pastors to help them grow and rejuvenate, and that is what we have done! In the last eight years, in-person worship attendance has more than doubled and the church has a total of 900 members. We are now the largest UCC congregation in California. 60-70 new members are joining each year and that growth is reflected in our Sunday School attendance. Each week there are typically 8+ infants in our nursery and 35-45 children in our Sunday School program. We have over 275 children and youth on our rosters representing over 175 families.

### THE PRESENT:

From Easter egg hunts and Fourth of July block parties to an annual Vacation Bible School program and monthly themed playdates, our Children, Youth and Families program is thriving. Our youth group is full of bright, funny, progressive young people who bond weekly at Youth Group as well as at church camps and on their summer service trip. Our Jr. High program is currently run by a church member who is as creative and kind as they come. The weekly Sermon on the Steps (aka children's sermon) is a joyful moment in worship in which the entire congregation participates and enjoys. We have also launched It Takes a Village, a parenting group that plans monthly outings for parents to enjoy time together such as trips to blow-out bars and nail salons, date nights for parents, and monthly Sunday morning hangouts with coffee and pastries before worship.

Many families find CUCC through word of mouth by other parents and find a home here thanks to the warm welcome and robust programming their young ones are offered. You will have a Board of Children, Youth, and Families to help you in annual planning and carrying out events along with a team of Sunday School volunteers.



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**THE FUTURE:**

Well, this is where you come in, dear Applicant!

We are looking for a Minister of Children, Youth and Families who shares our passion for the church and for investing in the lives of others, especially our youngest. The ideal candidate will provide spiritual nourishment for children and students at each stage of life; from engaging Sunday School lessons to invigorating confirmation programs to meaningful high school experiences. Our congregation is full of warm and hospitable people who will cheer you on in your ministry, and the church is committed to dedicating resources to ensure our youth programs prosper. We aim to be supportive colleagues who support your work and give you plenty of room for creative freedom.

We pray that as we launch our students into the world, we have provided them a Christian foundation to be thinking, loving adults ready to shape the world. Finally, we are looking for someone who loves to have fun and has a sense of humor about our unique calling as ministers. Feel free to reach out to us with any questions. We invite you to send your resume and a cover letter of your own to our email addresses: [jen@claremontucc.org](mailto:jen@claremontucc.org) and [jacob@claremontucc.org](mailto:jacob@claremontucc.org).

In Faith,

Pastors Jen and Jacob  
Co-Senior Pastors of Claremont UCC



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<b>Job Title:</b>	Director/Minister of Children, Youth, and Families	<b>Reports to:</b>	Senior Pastor(s)
<b>Position Type:</b>	Full-time, salaried exempt Sundays through Thursdays with evenings and weekend as needed	<b>Manages/Supervises:</b>	Junior High Leader Childcare assistants Volunteer teachers/helpers

The Director/Minister of Children, Youth, and Families will help shape and lead a flourishing, comprehensive program for children ages 0-18 at Claremont United Church of Christ that helps guide students in their spiritual and moral development at each stage of life.

**Responsibilities:**

**A. Sunday School**

- Oversee the entire Sunday School program on Sunday mornings and special events.
- Recruit, train, support, and nurture volunteer lay teachers
- Order, prepare, and implement age-appropriate curriculum in each Sunday School classroom.
- Integrate music into Sunday School curriculum.
- Engage visitors, enroll new children, and document and analyze attendance patterns.
- Develop and disseminate outreach materials to promote Sunday School, VBS, and camps.
- Work with the Pastor(s) to facilitate children’s participation in worship.
- Serve as staff liaison to the Board of Children, Youth, and Families.

**B. Vacation Bible School**

- Plan, organize, and execute annual Vacation Bible School.

**C. Confirmation**

- Lead confirmation classes each spring for students in 8<sup>th</sup> grade concluding the program with a confirmation retreat and composition of statements of faith.



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<p>D. Junior and Senior High Youth Groups.</p> <ul style="list-style-type: none"><li>• Lead and develop the CUCC youth program. Youth programming may, contingent on funding and interest, include the following:<ul style="list-style-type: none"><li>○ Weekly evening youth group</li><li>○ Sunday morning activities during worship</li><li>○ Domestic and international service trips</li><li>○ Denominational events</li><li>○ Interfaith activities</li><li>○ Fellowship events</li><li>○ Worship participation</li></ul></li><li>• Be the primary leader of the senior high youth program.</li><li>• Recruit lay leaders to assist in supervising the youth program.</li><li>• Oversee the Junior High Youth Leader and junior high programming.</li><li>• Communicate the activities and needs of the youth program to the CUCC staff and congregation via social media, electronic communication, and print media.</li><li>• Create and distribute three-month calendars of activities to parents and guardians of youth in the program.</li></ul> <p>E. Intergenerational Events and Camps</p> <ul style="list-style-type: none"><li>• Oversee participation of children and youth in major intergenerational events during the church year such as Advent Workshop, Journey to Bethlehem, Fat Sunday, and Church Picnic.</li><li>• Plan monthly intergenerational events that are conducive to families but invite participation from the entire congregation such as hikes or campfires.</li><li>• Oversee church participation in events at our denomination's local camp such as summer and winter camp for senior and junior high students and family camp for all ages.</li></ul> <p>F. Childcare Program</p> <ul style="list-style-type: none"><li>• Recruit and train childcare providers for Sunday mornings and special events.</li><li>• Oversee the use of appropriate check-in and check-out systems for child safety.</li></ul>			



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<p><b>G. General Expectations</b></p> <ul style="list-style-type: none"> <li>• Follow CUCC policy and the procedures outlined in the CUCC Employee Handbook.</li> <li>• Work independently and as part of the Church staff and lay leadership teams to support CUCC’s mission and vision.</li> <li>• Perform tasks in a manner consistent with standards of professional practice, including, but not limited to, confidentiality, strong work ethic, self-directed work activities, conflict management, and good communication.</li> <li>• Answer calls and emails from guardians of children and students in a timely manner.</li> <li>• Other duties as assigned.</li> </ul> <p><b>Skills/Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Strong organizational skills and can work independently.</li> <li>• Excellent people skills; can recruit and support volunteers.</li> <li>• Ability to do outreach to parents and new families.</li> <li>• Wisdom to select appropriate, progressive curriculum.</li> <li>• Strong written and verbal communication.</li> <li>• Creativity for innovative programming.</li> <li>• Experience working with children and youth.</li> <li>• Basic knowledge of theology and the Bible.</li> <li>• BA or equivalent degree.</li> </ul> <p><b>Physical Demands:</b></p> <ul style="list-style-type: none"> <li>• Occasionally need to lift/move items weighing up to 25 pounds.</li> <li>• Frequently works in both indoor and outdoor working environments with moderate noise levels.</li> </ul> <p><b>Compensation:</b></p> <ul style="list-style-type: none"> <li>• Salary starting at \$70,000 plus benefits.</li> <li>• Benefits include pension contributions, health insurance, long-term disability insurance, and professional expenses.</li> </ul>			
<b>Reviewed By:</b>	Senior Pastor(s)	<b>Last Update:</b>	03/21/24