

DIRECTOR OF CHILDREN'S AND YOUTH MINISTRIES

Purpose: To develop and support the spiritual formation of our children and youth and their families.

Accountability: To Pastor

Responsibilities (working closely with the Christian Formation Committee) (CF):

A. Sunday School

1. Organize and supervise nursery care including scheduling, vetting, and hiring of childcare workers
2. Recruit and train Sunday School teachers
3. Evaluate, recommend, and purchase curriculum in conjunction with pastor and CF
4. Coordinate volunteers to maintain workroom / supply inventory
5. Ensure all classrooms for children and youth are furnished and well-maintained

B. Children's and Youth Ministry Activities

1. Facilitate children's and youth ministry activities, e.g. StoryPath, Children's Sabbath, Confirmation Class, Summer Experience (VBS)
2. Develop and support the participation and leadership of children and youth in worship
3. Support parents/families with the development of faith formation at home

C. Church-Wide Activities

1. Plan and organize church-wide activities, e.g., Advent, Fat Tuesday, Easter Sunday Brunch, Back to School, etc. with Pastor, CF, Congregational Care and Worship Committees

D. Other

1. Maintain current list of families with children and youth: infant through college
2. Together with the CF, develop and manage the budget for children's and youth ministries
3. Ensure that the child and youth protection policy is followed for all activities involving children and youth.
4. Communicate regularly to the congregation and to children and youth and their parents, so that all are informed and engaged with the ministry.

Qualifications:

- Bachelor's degree required; Certified Christian Educator preferred.
- A passion for helping children and youth grow in their faith
- Deep faith, theological curiosity
- Basic understanding of PC(USA) beliefs
- Understanding the importance of inclusive language for God and people
- Be open and affirming of LGBTQ family/children
- Familiarity with developmental stages related to learning and spirituality
- Excellent written and oral skills
- Ability to use social media effectively
- Ability to recruit, train, lead and support volunteers in ministry and leadership positions

(Approved by the Session on 4.6.2025)