

Oconee Presbyterian Church
Job Description
Director of Children, Youth, and Outreach Ministries

PURPOSE OF MINISTRY:

The Director of Children, Youth, and Outreach Ministries is responsible for developing and delivering a comprehensive program of Faith Formation for children (birth – fifth grade) and youth (middle and high school) at OPC. This responsibility includes the development and implementation of the vision, strategy, and tactical elements for all programs, activities, and educational aspects related to the ministry. The ministry will be consistent with the mission, values, and theology at OPC.

The Director of Children, Youth, and Outreach Ministries is also responsible for providing pastoral leadership and vision for the mission and service of the church by working with the Missions ministry team to complement OPC's efforts as a PCUSA Matthew 25 Church, specifically by helping plan and implement regional, national, and possibly international, mission trips for youth in the summers and adults throughout the year. The ministry will be consistent with the mission, values, and theology at OPC.

RESPONSIBLE TO:

The Director of Children, Youth, and Outreach Ministries reports to the Pastor/Head of Staff. The Director works with the Pastor and both the Faith Formation ministry team and Missions ministry team of the Session to develop the Children and Youth ministries of the church and be a resource to OPC's Missions ministries.

MINISTRY DESCRIPTION:

The Director of Children, Youth, and Outreach Ministries of OPC will:

- Create a welcoming and engaging environment where children and youth and their families can explore the Christian faith and experience authentic Christian community and thus assist in fulfilling the church's mission to Invite In, Build Up, and Send Out to be Christ's disciples.
- Develop and support the Children's and Youth Ministry volunteers to minister to children and youth.
- Interface and coordinate with the Pastoral and Program Staff and relevant Ministry Teams to deliver a comprehensive, holistic ministry to children, youth, and adults.

- Develop new and creative ministries designed to aid in the faith development of children and youth and integrate Faith Formation into the greater life of the church.
- Minister and build relationships with parents, children and youth, and members of the congregation.
- In addition to supporting OPC's currently successful local mission efforts, help expand OPC's Missions ministries to serve beyond the greater Athens community—to literally “send out empowered disciples” by traveling out of town for mission trips to destinations where God is calling OPC to “relieve suffering in Christ’s name,” as our Mission Statement states.

TYPICAL RESPONSIBILITIES:

The Director of Children, Youth, and Outreach Ministries at OPC will provide dynamic leadership and oversight to children (birth through fifth grade) and youth (middle and high school) enabling the children and youth, their parents, and adult leaders to grow as disciples of Jesus Christ. In conjunction with the Pastor, the Director is responsible to coordinate and oversee the Faith Formation Ministry Team as follows:

- Reach out and develop a strong relational ministry with children, youth, and families of OPC, making the participation in church activities a positive experience for all.
- Motivate ministry and measure program participation among children, youth, and their families.
- Bring fun and joy to the process of spiritual growth for the program participants.
- Plan and implement creative programs for children and youth aligned with the church, mission, the church calendar, and the assigned budget.
- Build and maintain effective, exceptional, and appropriate communication networks for children, youth, and their parents.
- Encourage volunteer support from parents and other adults as needed for various ministry programs, activities, and events.
- Participate in worship leadership as requested by the Pastor/Head of Staff.
- Participate in prayer, worship, and Faith Formation Ministry while working alongside individuals with disabilities.
- Support other staff members to achieve the overall mission of OPC.
- Attend scheduled staff meetings.
- Be visible and active in all aspects of the life of the church.
- Equip and interact with parent(s)/guardian(s) to help encourage their and their children's faith journeys and discipleship.
- Work toward an intergenerational emphasis, by connecting the ministry of children and youth with the larger congregation and integrating them as full participants in the life of the church.
- Equip, train, support, and pray for children and youth ministry volunteers (adults and/or youth).
- Participate in prayer, worship, children and youth education that lifts up, reflects, and takes seriously the racial justice statement published in the summer of 2020.

Specific duties include:

Children (and Families)

- Plan and implement the Children's education programs—Sunday mornings (Sunday School) and other times during the week as planned.
- Oversee the Nursery—supervise the paid nursery staff, coordinate monthly scheduling, maintain nursery supplies, and coordinate volunteers as applicable.
- Coordinate and/or lead the *Time With the Younger Church* (Children's Sermon) during worship services.
- Maintain the Grace Space in the sanctuary—providing worship education materials (i.e. bulletins, supplies, or crafts) for children who remain in worship.
- Secure a Vacation Bible School (VBS) coordinator and assist in curriculum selection, development & planning, volunteer recruitment, and implementation of VBS and other summer programming.
- Plan and implement special worship services for children as applicable.

Youth (and Families)

- Plan, coordinate, and lead weekly middle and high school youth gatherings.
- Along with the Pastor, participate in the Confirmation Ministry.
- Plan and implement Sunday morning Youth education programming.
- Plan and facilitate an annual Youth Sunday worship service in collaboration with the Pastor and Worship ministry team.
- Coordinate and encourage participation in Montreat Youth Conferences, camp and retreat ministries of our denomination and presbytery, and other opportunities that become available.
- Plan and implement special worship services for youth as applicable.

RESPONSIBILITIES FOR MISSIONS:

The Director of Children, Youth, and Outreach Ministries at OPC will provide oversight, planning, and leadership to the Missions ministry team with ideas and opportunities to continue the work in the Oconee/Athens area and to expand OPC's reach beyond the greater Athens area. As a PCUSA Matthew 25 congregation, OPC has a strong history of mission and service, budgeting at least 10% of our annual budget toward Missions. We desire to look further outward and create opportunities for youth and adults to travel on mission trips and gain the experiences of loving our neighbors near and far. In conjunction with the Pastor, the Director is responsible to coordinate and oversee the Missions Ministry Team as follows:

- Serve as the primary staff support for the Missions ministry team.
- As an extension of OPC's liaison from the Missions ministry team, help foster and strengthen relationships with our local, regional, and national mission partners.

- Help lead the church in mission initiatives that align with our Mission Statement to Invite In, Build Up, and Send Out.
- Plan, coordinate, and oversee existing and new local, regional, national, and/or international partnerships, mission trips, and mission education efforts.
- Recruit, equip, and support OPC members as servant leaders who engage in mission and service activities.
- Encourage and coordinate OPC's response to natural disasters and other emergencies near and far in conjunction with Presbyterian Disaster Assistance (PDA), the Northeast Georgia Presbytery, and Synod of the South Atlantic.

PERSONAL CHARACTERISTICS AND SKILLS:

The Director shall be a committed Christian who demonstrates an active faith life and a personal relationship with Jesus Christ. The Director must possess a baccalaureate degree in education, religious studies, or a closely related field in the humanities, and shall have experience teaching or directing educational activities in a Christian setting. The Director should communicate enthusiasm for Children and Youth Ministries and have an in-depth knowledge of the Bible and the Confessions of the Reformed Faith. Advanced study and training in Christian Education is desirable and strongly encouraged.

The Director of Children, Youth, and Outreach Ministries shall:

- Be passionate about the faith formation of children and adults
- Demonstrate support for and commitment to the mission of OPC
- Display a positive work ethic, be self-motivated and a team player, and have strong interpersonal skills, demonstrating an ability to work harmoniously and enthusiastically with both children and adults.
- Be action-oriented and comfortable taking the initiative
- Maintain a commitment to staying current in the field of Christian Education and value Continuing Education
- Be willing to participate in church-wide activities and events beyond one's ministry area for support and visibility.

Additional Skill Requirements:

- Leadership and Team Building
- Organizational and Administrative ability
- Program Planning and Execution
- Cost and Schedule Management
- Oral and Written Communication
- Curriculum Evaluation and Development
- Current CPR Certification

TIME COMMITMENT:

This is a full-time exempt staff position with a semi-flexible schedule. This position requires the ability to work flexible hours to meet the programmatic needs of the Children and Youth Ministries, the needs of OPC's Missions ministries as planned and implemented, and all other seasonal aspects of Christian ministry. The Director is expected to take an active role in the life of OPC.

COMPENSATION/BENEFITS:

Base salary for this position is **\$55,000** annually, negotiable based on experience and qualifications. In addition to salary \$4,000.00 is provided annually for books, professional expenses, and continuing education (by voucher). Medical and Dental Insurance premiums for this position are paid by OPC. Coverage for spouse and/or family is negotiable.

Vacation/Personal Leave	4 weeks (4 Sundays)
Continuing Education	2 weeks (2 Sundays)

EVALUATION:

Times of mutual sharing will be held with the Pastor and Personnel elder through mid-year and annual reviews. A Covenant Agreement will be reviewed and approved annually by the Session of OPC.

APPLICATION:

To apply for this position, please send a resume (or PDP) and a cover letter to Pastor/Head of Staff Rev. Steven Barnes (steven@opcusa.org).