

DIRECTOR OF YOUTH & CHILDREN'S FAITH FORMATION (DYCFF)

JOB DESCRIPTION



1. Overview

The Irvington Presbyterian Church (IPC) *is called to be an inclusive church that lives by faith and is known by God's love...* In order to live by faith, we must learn how to do so, and before we can be known as an inclusive church that shows God's love, we need to be shaped into God's people by a community of faith who loves us and loves others in what they say and do. This process—faith formation—has been a foundational aspect of the life of IPC—and the Presbyterian Church (U.S.A.)—since its earliest days.

The DYCFF leads our youth program, which is the primary faith formation vehicle for our students in middle and high school. This program includes weekly, year-round gatherings (traditionally Sunday evenings) which focus on building respectful, supportive relationships (e.g. a “family” of faith) and fosters a safe space for questions, identity formation/exploration, and includes opportunities for leadership and community engagement.

The DYCFF also serves as the director and coordinator of Sunday School activities for our youngest members—infants through 8th grade—held during the latter portion of Sunday worship services. Sunday School activities have a pool of leaders and educators present on Sunday mornings who do the bulk of the teaching, but who benefit from having a director who can, with the Christian Education Committee, provide vision and oversight and prepare lesson plans for the volunteers to implement.

2. Responsibilities

i. YOUTH

With the support of the Christian Education Committee, the DYCFF is responsible for **developing and implementing a faith formation program for our youth group participants.** *This may include—but is not limited to—*

- a. weekly, year-round meetings or activities that balance fellowship, service, and education with a emphasis on creating a safe, entertaining, and inspirational space at IPC for our youth;
- b. coordinating attendance at local or regional retreats or conferences;
- c. occasional social outings as part of, or in addition to, weekly meetings;
- d. occasional service projects or missional activities as part of, or in addition to, weekly meetings;
- e. youth worship service leadership annually, in partnership with the Pastor & Head of Staff;
- f. support the Pastor & Head of Staff in planning and leading a bi-/tri-annual confirmation class;
- g. potential mission trip, retreat, and/or summer camp fundraisers.

This portion of the position will involve intentional building of respectful, mentoring-style relationships with the youth of the congregation and community, which could involve working outside of scheduled times, on occasion.

ii. CHILDREN

With the members of the Christian Education Committee, the DYCFF is responsible for **coordinating and ensuring the implementation of Sunday morning Sunday School programs for the children of IPC.** *This may include—but is not limited to—*

- a. identifying, creating, and/or otherwise acquiring age-appropriate curriculum;

- b. preparing materials and classrooms for lessons;
- c. recruiting volunteers and educators to ensure appropriate leadership is in place to cover the teaching and safety needs of each Sunday morning classes; and
- d. identify and promote spiritual formation opportunities and activities to enrich the Sunday School program, its participants, and its volunteers.
- e. The DYCFE will serve as staff liaison for the Christian Education Committee to ensure volunteer training is offered; background checks are being processed for volunteers; and administrative procedures—such as following expense procedures and spending within the provided budget—are followed.

iii. EVENTS

The DYCFE will also serve as the catalyst and staff liaison for relevant annual events, including—

- a. Rally Day (September);
- b. Bible Sunday;
- c. Youth Sunday;
- d. Graduation Sunday;
- e. Souper Bowl of Caring;
- f. Sunday School Teacher Appreciation;
- g. Shrove Tuesday Pancake Fundraiser;
- h. Fall youth retreat to PYOCA;
- i. An annual summer mission trip or retreat; and
- j. the Camp Scholarship fundraiser.

iv. GENERAL

All staff members of IPC are expected to conduct themselves in a manner that is appropriate and expected of those serving in roles of spiritual leadership. This includes being responsible for their respective programmatic budget areas; stewarding the resources and property of IPC; showing respect and care for all members and neighbors in and around IPC; and being a “team player” amongst colleagues and colleagues in ministry; and generally conducting one’s lifestyle in a manner that is respectful, with integrity, and honorable. Questions regarding expectations in conduct should be discussed with the Pastor & Head of Staff or the leadership of the Personnel Committee. Furthermore, other duties may be assigned, at the discretion of the Pastor & Head of Staff or the Personnel Committee.

3. Working Relationships

- i. The DYCFE will work in collaboration with the Christian Education Committee to fulfill responsibilities of their position, ultimately to accomplish the ministry goals set forth by the Session of Elders.
- ii. The DYCFE will supervise and coordinate program volunteers.
- iii. The DYCFE will work in partnership with other staff members in a manner that promotes cooperation and mutual support as each works to fulfill their roles for the building up of the congregation as a whole.
- iv. The Pastor & Head of Staff serves with the responsibility of coordinating the staff to accomplish the ministry goals set forth by the Session. The Pastor & Head of Staff supervises the day-to-day operation of the staff unless otherwise indicated.

4. Work Schedule

- i. 20 hours per week including weekly youth group meetings and preparation for weekly Sunday School activities, with regular (monthly/bi-monthly) conversations with the Pastor & Head of Staff and/or Chair of Christian Education. As availability and time permits, the DYCFF will attend staff meetings, monthly; stated meetings of the Christian Education Committee, bi-monthly; and meetings of Session, annually.
- ii. Regular schedule and planned activities will be coordinated with the Pastor & Head of Staff and the Church Administrator, when appropriate.
- iii. *This year-round, salaried role assumes a seasonal rise and fall of the hours being worked (e.g. fewer regular summer hours are balanced by an intensive week-long retreat/trip; slower seasons are balanced out by extra time spent on fundraisers or Christmas & Easter).*
- iv. Time off and other benefits will follow the Personnel Policy and will be coordinated with the Pastor & Head of Staff.

5. Benefits & Compensation

Will be commensurate with the background and experience of the successful candidate in relation to the duties of the position filled.

Interested individuals are encouraged to send a cover letter and resumé to:

Rev. Dr. Jon Reinink, Head of Staff at
jreinink@irvpresby.org

Please include “DYCFF” in the subject line.