

POSITION TITLE

Director, Children, Youth & Families

ACCOUNTABILITY

The Director of Children, Youth & Families is directly responsible to the Pastor/Head of Staff, the Human Resources Ministry Team, and the Session.

POSITION SUMMARY

This full-time, salaried, exempt position is responsible for the spiritual formation of children, youth, and families. This position requires some weekend and evening hours for worship services, youth retreats and mission trips, and periodic church meetings, including ministry areas and Session meetings.

WORKING RELATIONSHIPS

In all relationships and activities, this director will demonstrate his/her/their personal commitment to Christ and encourage others in their worship and service to God.

The Director of Children, Youth & Families will have a working relationship with:

- Pastoral, Program, Administrative, and Nursery Staff
- Session
- Children, Youth & Families Ministry Team
- Volunteers with Children, Youth & Families and their programs
- Families of children and youth
- Day School Director and students (as related to weekly Chapel)

GENERAL RESPONSIBILITIES**Program Ministries**

- Provide staff leadership to the Children & Youth Ministry Team who shepherd children's and youth's faith formation through regular programming and contact.
- Provide staff leadership and oversight for Children's Ministry, which includes Sunday morning faith formation (Wonder Hour), age-specific fellowship groups for children, Vacation Bible School.
- Provide staff leadership and oversight for Youth Ministry, which includes Sunday morning faith formation (Wonder Hour), Sunday evening youth fellowship, youth mission activities and mission trips, biennial confirmation classes, connecting with presbytery- and denomination-wide opportunities (such as Mid-Winters @ Mo Ranch, Triennium, etc.).
- Provide staff leadership and oversight for Intergenerational Ministry, which includes season-specific fellowship events (Trunk or Treat, Easter Egg Hunt, etc.), age-specific fellowship groups for parents, mission projects for families, caregiver-child classes around topics such as sacraments, receiving first bible, etc.

- Provide staff leadership, in conjunction with the pastor, for the annual Church Retreat
- Conduct regular reviews of the effectiveness of current faith formation programming, changing to most effectively meet faith formation needs.
- Meet weekly with the Pastor/Head of Staff to plan regular and special faith formation classes and activities for all ages of the congregation.
- Other duties consistent with and in furtherance of the purposes and missions specified above, as assigned by supervisor.
- Areas to grow into:
 - Provide sole leadership and oversight of the annual Church Retreat
 - Provide staff leadership and oversight for the congregation's Mission & Outreach, including such programs as Food on the First, Fifth Sunday Service Projects, mission trips both intergenerational and age-specific

FPCA Day School

- Lead weekly chapel
- Areas to grow into:
 - Encourage church participation in appropriate Day School events such as Gingerbread Village, classroom mystery reader, etc.
 - Encourage school participation in church events such as Trunk or Treat, No-Rehearsal Christmas pageant, VBS, etc.

Sunday Morning Leadership

- Lead Children's Time in worship.
- Work with worship leadership team to ensure worship is inclusive of all ages.
- Oversee the Godly Play ministry, including oversight of curriculum, leader training, and volunteer recruitment.
- Supervise the Nursery Coordinator and ministry of the nursery.
- Coordinate the involvement of children and youth participation in worship, including, but not limited to, Children's Sabbath, Youth Sunday, acolyte ministry, and liturgists.

QUALIFICATIONS AND ATTRIBUTES

- Bachelor's degree required, with a degree in education or religion/theology or related fields preferred.
- A minimum of 2+ years teaching or church experience preferred.
- Ability to effectively communicate with adults, children, and youth.
- Experience in supervising volunteers preferred.
- Ability to interact with all church staff, volunteers, and the congregation in a professional, flexible, and courteous manner.
- Strong organizational skills and the ability to manage multiple tasks.
- Flexible to multiple changing priorities.
- Ability to work independently, exhibiting self-initiation and working collaboratively with both staff and volunteers.
- Competent in use of computers/technology.
- Maintain an enthusiastic and supportive approach in dealing with situations and people.