



FIRST  
PRESBYTERIAN  
EVANSTON

## JOB DESCRIPTION

Director of Youth and Family Ministries  
First Presbyterian Church of Evanston

DATE: December 2025

EMPLOYMENT STATUS: Exempt, Salaried, Full-time (40 hours per week)

REPORTS TO: Head of Staff

SUPERVISES: Children's Ministry Coordinator and nursery child care workers

**POSITION SUMMARY:** The Director of Youth and Family Ministries will provide dynamic leadership and oversight of children, youth, and family ministries at First Presbyterian Church of Evanston helping to accomplish the church's vision of knowing Christ, following Christ, and serving Christ. The person in this position is tasked with putting into action the mission of the Our Children, Our Families (OCOF) council — steering committee for children's, youth, and family ministries — to be a vibrant intergenerational community that supports and prepares children, youth, and families for a lifetime of Christian faith.

## QUALIFICATIONS:

1. Christ follower who is committed to living and loving like Jesus Christ
2. Passion for ministry with children, youth, and families that spurs excitement
3. Thought leader who has a vision and plan for growth
4. Excellent communication, leadership, and organizational skills
5. Masters degree in Christian ministry, education, or related field preferred
6. 5+ years experience in developing, implementing, and leading Christian discipleship programs for children, youth, and families

## DUTIES AND RESPONSIBILITIES

1. Work with the OCOF council and the Children's Ministry Coordinator to establish and maintain an overall structure for sustainable ministry to children, youth, and families. Tasks include:
  - a. Build relationships with children, youth, and families
  - b. Pray for, support, and advocate for children, youth, and families
  - c. Organize and lead youth activities including weekly youth group meetings, winter retreat, and summer mission trip
  - d. Organize and lead family activities including monthly family small group gatherings, annual family camp, and Vacation Bible School
  - e. Work with the Director of Worship & Children's Ministry Coordinator to create an inviting worship experience for children, youth, and families
    - i. Integrate children, youth, and parents into leadership roles in worship
    - ii. Plan special worship services, including the Christmas pageant, the Christmas Eve family service, and Youth Sunday

- iii. Facilitate the planning and celebration of Confirmation Sunday and Graduation Sunday
    - f. Coordinate Sunday morning Christian education programs for children and youth
      - i. Ensure that classrooms are staffed with trained volunteer or staff teachers
      - ii. Provide theologically appropriate curriculum and materials that align with the church's mission
    - g. Organize and lead youth confirmation class
    - h. Support the Children's Ministry Coordinator with events as needed, including Advent and Easter events, Bible distribution Sunday, communion workshop, and monthly mid-week children's program
    - i. Cultivate relationships with other local churches and seek opportunities to partner with them to implement children's, youth, and family activities, as appropriate
    - j. Other duties as assigned
2. Carry out administrative duties to maintain sustainable ministry to children, youth, and families. Tasks include:
- a. Work with the OCOF council to develop an annual workplan based on the council's mission and strategy
    - i. Develop an annual calendar of events
    - ii. Create an annual budget that reflects the priorities of the council and the planned events. Maintain expense records in line with the budget. Monitor the budget and expenditures throughout the year to ensure fiscal stewardship and make adjustments as necessary.
    - iii. Coordinate fundraisers as needed to generate additional funds for mission trips, scholarships, and other activities
  - b. Recruit, train, equip, support, and recognize volunteers serving in children's, youth, and family ministries
    - i. Develop a volunteer recruitment plan
    - ii. Ensure that volunteers understand and comply with the Child Protection Policy
    - iii. Ensure that all volunteers have passed the necessary criminal background checks
  - c. Supervise and mentor the Children's Ministry Coordinator
  - d. Supervise nursery child care workers
    - i. Manage hiring process
    - ii. Coordinate childcare scheduling
  - e. Develop and distribute proactive communications through newsletters, emails, bulletin announcements, church website, social media, and other channels as needed
  - f. Work with church administrative staff to coordinate the use of the facilities using the church calendar program
  - g. Oversee the supplies, cleanliness, and organization of spaces used for children's, youth and family activities
  - h. Other duties as assigned
3. Help to promote the integration of children, youth, and families into the church family at large. Tasks include:
- a. Attend weekly staff meetings and occasional planning retreats

- b. Meet with the Head of Staff regularly to report and receive feedback on job successes and challenges
- c. Attend monthly Our Children, Our Families Council meetings
- d. Collaborate with other staff to involve children, youth, and families into the life of the church in age-appropriate ways
- e. Meet with the Director of School for Little Children monthly to foster a positive relationship between the church and the school
- f. Other duties as assigned

For more information, contact Michele Storz, Director of Finance and Operations ([mstorz@firstpresevanston.org](mailto:mstorz@firstpresevanston.org)).