

Rye Presbyterian Church

Associate Pastor/Director of Children, Youth, and Family Ministry

Revised April 14, 2026

Church Overview

Rye Presbyterian Church, a 950-member congregation in Rye, NY (a suburban community of NYC, about 40 minutes to the city by train, located in Westchester County) is embarking on a new and exciting chapter in its life and ministry. A new head of staff co-pastorate is in place, and with many young children and youth already a part of the church, we are looking for the right person to join the staff team to lead these vital areas in our ministry.

Position Summary

The Associate Pastor or Director will be responsible for stewarding the ministries with children, youth, and their families throughout the life of Rye Pres. Designing, directing, and coordinating programs and activities with the support of dedicated volunteers and in collaboration with the co-pastors will be a key responsibility of the role. This person will develop relationships with children and youth, as well as facilitate an environment for them to foster relationships with one another. The role closely collaborates with the Christian Education Committee and is deeply supported by the co-pastors on a majority of programmatic aspects referenced below.

This position is open to lay or ordained candidates. Ordained individuals would contribute periodic preaching and participation in the sacraments, as well as the possibility for additional elements of pastoral care as needed.

Key Responsibilities

Vision and Leadership

- Serve as the primary guide for the mission and values of ministries with children, youth, and families at Rye Pres with the support of the Christian Education committee and co-pastors.
- Foster an inclusive, safe, and welcoming environment for all people.
- Collaborate with the Christian Education Committee to pursue goals and facilitate implementation across relevant programs.
- Advocate for children, youth, and their families and cultivate their integration into the life and ministry of Rye Pres.
- Exhibit a pastoral leadership presence in weekly worship through participation and facilitation and/or delivery of children's messages while also finding new ways to engage youth further in worship leadership.
- In conjunction with co-pastors, provide pastoral care to children, youth, and families.
- Regularly evaluate existing offerings as well as dream and develop new ways of reaching children and youth.

Program Management

- Manage the full scope of programmatic leadership for all children's and youth offerings.
- Recruit, train, and empower volunteer leaders for all settings.

- Select and/or develop relevant, approachable, age-appropriate curriculum with deep theological grounding and Reformed principles for necessary programs.
- Collaborate with church leadership, including co-pastors and key volunteers, to lead and develop other leaders for major annual events (e.g. Christmas pageant, Christmas Eve live nativity, pumpkin carving, Sunday School picnic, etc.).
- Maintain existing and develop new intergenerational mission projects in collaboration with the Mission and Outreach Committee.
- Plan and oversee mission service trips for high school youth, including trip logistics, fundraising, and recruiting adult leaders.
- Facilitate milestone acknowledgments for children and youth (e.g. Bible Sunday for 1st and 12th graders).
- Support the co-pastors in the Confirmation process.

Administration

- Establish and implement a consistent, clear, and regular communications plan with children, youth, and families.
- Oversee childcare staff for children from birth to three years old.
- Administer the existing child safety program.
- Maintain rosters and database details with up-to-date contact information for use in ministry communications.
- Coordinate necessary registrations and attendance tracking.
- Attend weekly staff meetings and positively engage in church-wide planning and discussion, helping lead devotions, writing newsletter articles, etc.

Skills and Traits

- Engaging, creative, and enthusiastic in their work with children and youth
- Innovative, positive, authentic, and spiritually mature presence
- Passion for connecting young people to faith communities and supporting whole families on their faith journey
- Live and model a vibrant, curious, and growing Christian faith, grounded in the Reformed tradition
- Recognize the dignity and equality of all people
- Work as a part of a larger team with other staff and lay leadership
- Strong organizational and communication skills, emotional intelligence, work ethic, long-term vision, and a sense of humor are essential

Qualifications and Experience

- Bachelor's degree required, advanced degree in theology or other relevant field preferred
- Previous experience working with young people required, within a church setting preferred
- Understanding of the PC(USA) Reformed tradition, experience is preferred but willingness to learn and abide by the core theological principles is workable for the right applicant

Compensation

The compensation package will be commensurate with the candidate's education and experience, with local housing provided. The anticipated cash salary band is \$55,000-70,000. Generous individual benefits accompany the cash salary and housing.