



July, 2022

POSITION TITLE: Children and Youth Director

PURPOSE: To direct educational, social, and missional activities for all children and youth

STRUCTURE: Part-time, Salaried - 24 hours per week – Flexible Hours

ACCOUNTABILITY: To the Session through the Senior Pastor - Head of Staff

OTHER RELATIONSHIPS: Church staff, Children and Youth Committee, other related church committees, volunteers and members of FPC

PRIMARY RESPONSIBILITIES:

- The Children and Youth Leader (CYD) assumes primary responsibility for the smooth operation of all programs that involve children and youth
- Oversee nursery staff ensuring coverage in line with our Child Protection Policy.
- The CYD ensures all safety and security policies are followed by staff and volunteers regarding children and youth
- The CYD coordinates Sunday School curriculum and youth programming with the Children and Youth Committee for primary, middle, and high school students, recruiting/scheduling volunteers, training volunteers, and ensuring communication between all volunteers to exchange teaching ideas and feedback
- Lead the weekly elementary Sunday School classes for grades K-4 including organizing volunteer assistants for each session.
- The CYD will communicate regularly with parents/volunteers of all children and youth, and the congregation via regular emails, event calendars, promotion of special events and relevant newsletter articles
- The CYD will lead Vacation Bible School by choosing curriculum, marketing to community, scheduling adult and youth volunteers and securing resources, if applicable
- Work with the Senior Pastor to plan and implement Children's Chapel for the Preschool bi-monthly
- Attend staff and Children and Youth Committee meetings
- Assist in designing and leading worship services when children and youth are involved, i.e. Children's Message Weekly, Confirmation Sunday, Baccalaureate Sunday, Mission Trip Sunday, and Commissioning Sunday, etc.
- Assist Senior Pastor with Confirmation Class
- Maintain updated information on the children and youth bulletin boards
- Work with office staff to maintain updated records of children and youth
- Spiritually counsel – or refer as needed – the children and youth of the congregation
- Partner with Senior Pastor and volunteers in the spiritual development of youth
- Plan, lead/coordinate the High School and Middle School Youth Groups; Youth Groups meet September – June.
- Coordinate the annual Youth Mission trip. This includes researching potential sites, scheduling, budgeting, financial record keeping, fundraising, oversight/planning, and recruitment of parent/adult volunteers with the assistance of the students. This will also include interaction with

the Mission Committee and members of the congregation. (Compensated at 40 hours for the mission week.) This event usually takes place in July.

- Communicate with college students with care packages and gatherings once a semester.

**QUALIFICATIONS:**

- Leadership Experience with Children and/or Youth Ministry
- Elementary education background and experience preferred
- Music, art, and drama skills that will encourage children to understand Bible lessons in different ways
- Ability to embrace the theology and polity of the PC(USA).
- Excellent organizational skills to coordinate a multi-faceted programs involving staff and volunteer teams
- Strong communication skills – utilization of various forms of media
- Ability to work both collaboratively and independently recruiting sufficient volunteers to carry out responsibilities
- Additional skills required are budgeting, word processing, email, social media, and database skills
- Ability to connect with youth of varying ages – charismatic/engaging/energetic

**EVALUATION:**

A written review, by the Senior Pastor - Head of Staff, with the assistance of the Human Resources Committee, will be done after the first 90 days of employment, and annually thereafter in accordance with FPCN’s Employee Handbook.

NOTE: Employment with the Church is at will. This means that either the Church or the employee can terminate the employment at any time and for any reason, with or without notice.

Since the dynamics of ministry are fluid and ever changing to meet the needs of a society in transition, the responsibilities enumerated above are always subject to revision as the conditions merit. Any and all material changes in the position description outlined above shall only take place following direct conversation among the Senior Pastor - Head of Staff, and a member of the HR Committee, and agreement among the same. Any such changes will result in a revision of this document and distribution to the appropriate parties.

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

HR TEAM SIGNATURE:

DATE:

Original to HR file, Copy to Employee