

West Chester Presbyterian Church

Please send résumé and cover letter to westchesterpres@gmail.com

Position Guide Job Title:		Director of Children and Youth Ministry	
Position Reports to:	Pastor	Pay & Work Time:	\$45K annually; approx. 30 hours/week
Employment Category:	Part-time	Scheduled Day(s):	Sundays, other days are flexible

Position Role

This role builds young disciples for Christ by developing and implementing a comprehensive approach to children's and youth ministry while serving as a spiritual leader and role model. This position plans for, develops, delivers, promotes, and supervises the Christian education of the children and youth of the church.

Specifically, the Director of Children and Youth Ministry will oversee all of the programming for children and youth from birth through young adults. This position will supervise and coordinate the curriculum, volunteers and staff for each of the children/youth ministries. This role will be directly responsible for leading the jr/sr high and young adult programs.

The Director of Children and Youth Ministry should serve as an example in being a prayerful, faithful disciple by attending church regularly, participating in activities and religious studies, and having a solid knowledge of the Presbyterian tradition.

Position Responsibilities

- Work in cooperation with the Christian Education committee and the Pastor to plan, develop, coordinate, and implement spiritually-based programs for the children/youth and young adults of the church.
- Develop and maintain regular youth group meetings.
- Teach the Sunday morning Junior/Senior High Sunday School class, with emphasis on studying scripture.
- Plan, schedule and lead special events or programs on a monthly basis with and for the youth.
- Be responsible for planning, coordinating, and conducting summer youth activities, i.e. retreats and/or mission projects.
- Communicate regularly with parents, as well as the greater church membership, and encourage family involvement with children/youth programs.
- Encourage church members to use their spiritual gifts and help identify opportunities where church members can volunteer in the children/youth ministries.
- Provide training, resources and instructions for volunteers within the children/youth programs.
- Be a spiritual resource for parents on practical Biblical application in the household.
- Develop ways to affirm and support children/youth and their families via outside church activities such as sports, school visits, cultural events, entertainment opportunities, and home or college visits.
- Remain up to date on the current youth trends, culture and issues facing children/youth.
- Order curriculum and Christian education supplies.
- Develop and implement an annual calendar of activities and programs that are inclusive and promote relationship development and youth discipleship.
- Send monthly newsletters and other written contact (text, email, website, etc.) with youth and families.
- Communicate and possibly collaborate with other presbytery children/youth leaders.
- Ensure that all children/youth volunteers are educated in the safety policies and procedures necessary for working with children/youth.
- Comply with all church policies and procedures as well as all federal and state laws.

Qualifications and Special Skills

- Demonstrated Christian faith and values.
- Biblical knowledge and adherence to Presbyterian Church (USA) teaching and theology.
- A love of children/youth and a concern for their spiritual and emotional development.
- Ability to guide children/youth in developing a strong Biblical knowledge base and personal spiritual disciplines.
- Proven communication/technology skills and the ability to relate well to youth, parents and volunteers.
- Good organizational, leadership, mentoring, and interpersonal skills.
- College graduate or current college student active in Christian ministry and/or at least 2 years' experience in youth leadership or teaching preferred.
- Maturity and the ability to show respect for and develop relationships with parents.
- A sense of humor, musical abilities a plus, other skills to promote fellowship, fun and faith.
- All duties and responsibilities represent essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.
- This position description is not intended to include all possible position responsibilities. All employees of West Chester Presbyterian Church may be required to perform duties other than those listed in a position description.
- Required to pass a pre-employment drug screen and background check.