

Director of Children's and Youth Ministries Position Description

Westminster Presbyterian Church

Title: Director of Children's and Youth Ministries

Position Focus: To provide a unifying vision, give direction, and equip leaders for all of Westminster's youth and children's ministries. This position includes supervision of the Director of Westminster Children's Weekday Ministries (WCWM) as well as part-time staff in the youth and children's departments. This is a full-time position.

Relationships:

1. This position reports to the Pastor/Head of Staff and will support the ministries of the Youth and Children's Committees of Session.
2. This position supervises the Director of WCWM, a part-time Youth Leader (Sr. High and Middle School), and part-time children's ministry staff.

Overarching Responsibilities:

1. Lead the Children's and Youth Committees of Session in the development and implementation of a comprehensive and integrated vision for Westminster's ministry to children and youth from birth through high school.
2. Be a staff resource for and attend the regular meetings of both the Children's and Youth Committees. Guide the annual preparation of the ministry budgets, maintain documentation of policies and procedures, and attend to the development of appropriate risk management and safety plans for each ministry.
3. Review, recommend and order curriculum and supplies for both areas of ministry.
4. Cultivate relationships with families who have children in the congregation. Help identify parental education needs. Direct the communication of children's and youth ministry opportunities through appropriate online and print media.

Children's Ministry

1. Lead the Children's Ministry Committee in recruiting, training, and supporting teachers/volunteers in their areas of ministry.
2. Lead the children's Sunday worship program.

3. Recruit and support volunteer VBS directors for Westminster's annual program.
4. Help plan and oversee seasonal Children's ministry events and special activities.
5. Provide regular supervision for and periodic evaluation of the Director of WCWM.
6. Participate in monthly meetings of the WCWM board.
7. Supervise the nursery coordinator and the hiring of paid childcare staff.

Youth Ministry

1. Provide ongoing supervision and periodic evaluation for the part-time Youth Leader.
2. With the Youth Ministry Committee and part-time Youth Leader, recruit volunteer leaders. Model the practices of relational ministry through mentoring relationships with young people and their leaders. Lead, train, and support the part-time Youth Leader and volunteer leaders in this model.
3. Plan and oversee special events for youth: mission trips, summer camps, and community outreach activities.

General Duties

1. Attend weekly staff meetings and monthly Session meetings.
2. Collaborate with other staff members to create an integrated approach to ministry, identify points of cooperation, and minimize conflicts in schedule and resources.
3. Participate on an occasional basis in Sunday worship leadership.
4. Additional ministry duties as assigned.

Qualifications

1. Degree in Education, Ministry, or Christian Education, or equivalent study and/or experience.
2. Display a mature and personal Christian faith and its application to the challenges of daily life.
3. Ability to supervise and evaluate the work of others.
4. Demonstrate excellent organizational and communication skills.
5. Pass a mandatory background check.
6. Demonstrate knowledge of and comfort with the major emphases and doctrines of Reformed theology.
7. Two year of experience in working in Children's and/or Youth Ministry. (minimum)

Compensation

This is a full-time position with health benefits and pension participation according to the guidelines of the Presbyterian Church USA and the personnel policies of Westminster Presbyterian Church. Salary is commensurate with qualifications and experience. Professional expense reimbursement as well as a continuing education allowance will be provided.

Please send a cover letter and resume to pepperchristie@yahoo.com