

Director of Children, Youth, and Family Ministry Job Description First Presbyterian Church, Pottstown

General Description: The Director of Children, Youth, and Family Ministry (“DCYFM”) will work with the co-pastors, a multitude of enthusiastic volunteers and youth advisors to discern a vision for the church’s ministry to children, youth, college-aged students, and their families. This will include developing programs and resources for faith formation, parental education and fellowship among families, guiding curricula selections and ensuring proper staffing of classes and childcare. He/she will work with the co-pastors to prepare children for the Lord’s Table and teach confirmation classes. He/she will also coordinate Young Children and Worship and will collaborate on integrating our children and youth into the full life of the congregation. The candidate must be able to evaluate programming and plan for its growth, improvement and development, including the support and training of youth advisors and teachers. He or she will foster relationships among youth and volunteer teachers that will be vital for their growth in faith and discipleship. He/she will plan and lead summer fellowship activities, such as the Senior High mission trip, Junior High Mission Mornings and VBS. The DCYFM will work with the director of the children’s choir on midweek choir/fellowship activities for grades 2-5 and the Christmas Eve pageant.

Relationships and Accountability: The DCFYM works with the co-pastors and staff and Christian Education Committee and reports to the Head of Staff and Personnel Committee under the ultimate governance of the Session.

Hours and Compensation: The DCFYM is a full-time job position and will be paid a salary commensurate with training and experience. This position also includes medical insurance benefits. Any job offer will be conditioned on favorable criminal background reports and driving records as well as a negative drug test.

Vacation and Holidays: The DCFYM will be entitled to 4 weeks of vacation a year and one week of study leave. Holidays and sick leave are provided as outlined in the church’s Personnel Policy.

Notice and Termination: This agreement may be terminated by either party, provided written notice is given sixty (60) days prior to the date of termination.

Activities and Responsibilities:

1. Advise the Spiritual Formation Committee on the selection of curricula to be used in the Sunday School program for children and youth and Vacation Bible School.
2. Work with the Spiritual Formation Committee

- a. To recruit, train, and resource teachers, leaders, and childcare providers for all Spiritual Formation programs, including Sunday School, programs during the worship hour, and Vacation Bible School.
 - b. To evaluate the Spiritual Formation program and plan for its growth and development.
 - c. Develop programs and resources for faith development, parenting education, and fellowship among families.
 - d. To oversee implementation of the child abuse prevention policy of the church
3. Oversee and coordinate worship education for children to support their full participation in worship.
4. Be present on Sunday mornings to ensure appropriate staffing of classes and childcare, troubleshoot as needed, and visit classes for the purpose of getting to know teachers and students and assessing needs.
5. Oversee and coordinate the church's ministry for junior and senior high youth and their families. The junior high and senior high youth groups ordinarily meet separately. To that end, the DCYFM will:
 - a. Build relationships with the youth so that they might grow in their faith and discipleship.
 - b. Recruit youth group advisors with the help of the co-pastors.
 - c. Train youth group advisors.
 - d. Work with the youth group advisors to develop, plan, and lead programs for the youth that include opportunities for study, fellowship, service, worship, and spiritual growth.
 - e. Evaluate the youth program and plan for its growth and development.
6. Oversee and coordinate communication about the Spiritual Formation program and youth programs with students, teachers, and other church members through bulletin boards, the church newsletter, the worship bulletin and other means.
7. Work with the youth group advisors and/or the co-pastors to plan and lead fellowship activities during the summer that include:
 - a. A mission trip for senior high youth.
 - b. "Mission Mornings" or an equivalent program for junior high youth.
 - c. Periodic gatherings for both junior and senior high youth.
 - d. Periodic gatherings for college-aged students.
8. Work with the Director of the Celtic Choir to provide midweek choir and fellowship opportunities for children in grades 2-5 from September – June.

9. Work with the co-pastors:
 - a. To teach confirmation.
 - b. To plan programs and resources for parents of youth.
 - c. To integrate the youth into the full life of the congregation, including worship.
10. Maintain the supply closet.
11. Serve as the staff liaison to the HENS Nursery School board.
12. Advise teachers and leaders of adult Sunday School classes and Bible studies concerning available resources for their classes/groups.
13. Attend weekly staff meetings and monthly Spiritual Formation Committee and Session meetings.