

## ***Associated Church* - POSITION DESCRIPTION**

FINAL

Rev. 5/16/17

### **POSITION TITLE:     **Director of Children and Youth Ministries****

#### **PURPOSE:**

The Director of Children and Youth Ministries is a fulltime position that works with the Children and Youth Ministry Team (CYMT) and the Lead Minister to encourage Faith Formation in our children from Birth through Grade 12, helping to fulfill our mission of being a “warm and welcoming place to meet God.”

#### **RESPONSIBILITIES:**

The Director of Children and Youth Ministries helps fulfill the mission of Associated Church to respond to the God we meet in Jesus in the following ways:

##### **Deeper Worship:**

1. Coordinate the Children’s Message during Sunday Worship
2. Provide worship opportunities for children during Kid’s Klub and Vacation Bible School (VBS)
3. Provide worship opportunities for youth during their weekly meetings
4. Coordinate involvement of children and youth in worship including Youth-led Worship in consultation with the Lead Minister.
5. Encourage involvement of youth in all areas of congregational life

##### **Richer Nurture:**

1. Provide staff leadership for Children and Youth Ministry Team
2. Work with the Lead Minister and CYMT to develop curriculum
3. Recruit, train, and support Sunday School teachers, VBS, Youth leaders, Mission Trip leaders, and other volunteers who work with our children and youth
4. Develop and lead Confirmation class with Lead Minister
5. Coordinate Kids Club and ATTIC Youth Fellowship program on Wednesday evenings
6. Involve Children and Youth in mission outreach.
7. Coordinate special events as part of Children and Youth Program and in cooperation with other Ministry Teams.
8. Make calls and/or visit young people and their families, including extra-curricular activities, illness, etc., in consultation with the Lead Minister.

##### **Greater Service:**

1. Promote Children and Youth Ministry Activities by announcements, weekly and monthly Pulse, and other forms of communication
2. Develop and publicize a quarterly calendar of activities and events
3. With the CYMT develop a budget and manage expenditures
4. Prepare an Annual Report for the congregation

**Other:**

1. Participate in weekly staff and program staff meetings
2. Stay current with movements in Children's and Youth Ministry through research and Continuing Education, as negotiated with Lead Minister, Personnel Ministry Team, and CYMT
3. Participate in denominational support groups and local children and youth leader's activities.
4. Other assignments as mutually agreed upon in consultation with the Lead Minister.

**Accountability:**

The Director of Children and Youth Ministries is accountable to the Lead Minister/Head of Staff and to the Personnel Ministry Team.

**Qualifications:****Education/Experience**

1. Bachelor's Degree in related field preferred. Preference given to specialized training such as children and youth ministry, theological education, psychology, social work, education, and/or child development
2. Minimum two years of working with children/youth (paid or unpaid)
3. Minimum one year of leadership experience
4. Experience managing a budget.

**Skills/Abilities**

1. Able to share personal faith journey and values a welcoming, inclusive, intergenerational faith community
2. Able to establish relationships with and among children, youth and their parents
3. Able to communicate and teach one-on-one and in small and large groups of all ages
4. Team player who works well with diverse groups of people
5. Ability to prioritize and maintain a high level of organization
6. Self-starter and self-motivator, able to work flexibly
7. Able to deal effectively with conflict
8. Ability to recruit volunteers