

# **ASSISTANT DIRECTOR OF CHILDREN'S AND YOUTH MINISTRIES**

## **Calvary Presbyterian Church**

### **OVERVIEW**

The Associate Director of Children's and Youth Ministries will help guide and direct the process of building a children's program and a youth program that seek to serve the spiritual development of children and youth in Calvary Presbyterian Church and the greater South Pasadena community.

### **HOURS**

25 hrs/week with some flexibility depending on demands

### **COMPENSATION**

\$35,000/year?

### **REPORTING**

Director of Children's & Youth Ministries and Head of Staff

### **DESCRIPTION**

Calvary Presbyterian Church is committed to helping young people grow in their relationship with God, themselves, and one another. The Associate Director of Children's and Youth Ministries is tasked with the primary goal of learning how to maintain already present programs, and continuing to help these programs grow in the future. This is a transitional position expected to evolve into a Director's position within the first 6 months. There will be opportunities to apply for long-term ordained employment pending evaluations and Presbytery approval.

### **RESPONSIBILITIES & RESULTS**

**Result #1** Know the name of every child, youth, and parent on the rolls of Calvary Presbyterian Church, Calvary Youth Collective, and Calvary Preschool making individual contact at least quarterly and developing healthy relationships as you coordinate with staff to meet other spiritual/pastoral needs of children, youth, and their families.

**Result #2** Work with the Calvary Presbyterian staff and Christian Life Formation Committee (and possibly other committees) to help design and lead Sunday worship and educational programming that fosters the spiritual development of children and youth in an intergenerational setting.

**Result #3** Learn how to plan and lead weekly Calvary Youth Collective gatherings to maintain the structure of the program.

**Result #4** Help recruit and train children and youth program leaders, volunteers, and/or staff, especially in the context of Godly Play.

**Result #5** Learn how to advise the Youth Leadership Team in regular planning, especially student leadership projects, in an effort to encourage student autonomy.

**Result #6** Build relationships with youth in the wider community by making connections with youth-led organizations and local schools.

**Result #7** Build relationships with future children and youth outreach partners.

**Result #8** Learn the structure of the Preschool Godly program and facilitate and support as needed.

**Result #9** Learn the Preschool Chapel program understanding how it allows students and teachers to participate in the Godly Play story with their whole selves each month.

#### TASKS (CHURCH SIDE)

- Alongside the Executive Director of the Preschool and the Director of Children's and Youth Ministries, help create the Godly Play schedule for the year by choosing stories that correlate to worship and/or the liturgical calendar, including the coordination of volunteers
- Teach and/or help with Godly Play on Sunday mornings when needed, and learn the stories by heart
- Attend all Calvary Youth Collective gatherings
- Learn how to continually update/maintain worship supplies including worship bags and the kids corner in the Sanctuary
- Learn the systems needed to communicate regularly with parents of children and youth (i.e. monthly emails, social media posts, etc.)
- Help coordinate student leaders and adult mentors for student leadership projects
- Learn the design thinking system used to teach YLT students how to plan and execute an event from beginning to end using concepts from design thinking
- Prepare for and participate in weekly staff meetings
- Learn how to update the website and provide the Digital Coordinator and Office Administrator with regular content relevant to children's and youth ministries
- Prepare for and participate in monthly CLF meetings
- Learn how to design monthly Clarion pages for preschool, children, youth, and intergenerational programming when appropriate
- Learn the systems by which we maintain the Godly Play classroom and Youth Lounge, and refill/order supplies as needed
- Other duties as assigned

#### TASKS (PRESCHOOL SIDE)

- Help write and plan the Godly Play schedule for the year alongside Executive Preschool Director and Director for Children's and Youth Ministries

- Coordinate Godly Play teacher trainings as needed with Executive Preschool Director and Director of Children's and Youth Ministries
- Learn template to write monthly Chapel scripts and work with preschool music teacher (Beau) to coordinate music relevant to Godly Play story, chapel themes, and larger Preschool curriculum (there will be an opportunity to practice this over the summer)
- Learn template to design outdoor Godly Play activities and how to coordinate with Directors and outdoor teacher on a monthly basis
- Learn how to serve as support teacher in monthly Preschool Godly Play classes as needed
- Engage in regular interactions with teachers, students, and parents in appropriate ways and settings, including large preschool events
- In addition to regular meetings with the Executive Preschool Director and Campus Director as needed, work with the Executive Preschool Director on long-term planning, including bi-annual program evaluations
- Learn how to write monthly faith-based documentation in line with Preschool curriculum framework
- Other duties as assigned

#### CHARACTERISTICS & PREFERENCES

Evident love for God, experience in children/youth spiritual development, theologically trained (MDiv. required), member of the Presbyterian (USA), program/project design experience, relational, commitment to fostering equity and justice in all its forms, technologically knowledgeable, willingness to engage the creative process (experimentation, failure, reformation), self-starter, team player, flexible, excellent organizational skills.