

Media Presbyterian Church

MISSION: *to love God and love our neighbor*

VISION: *to be a Christian community that worships together, serves together, and grows together in faith*

Position Title: Director of Children, Youth & Family Ministries

Accountable to: Senior Pastor and Children and Youth Committees

Classification: Full Time

Exempt? YES

Purpose of position: To provide all Christian education programming and minister to infant through 12th grade and their parents or guardians. To nurture and inspire all in their spiritual development by providing opportunities for learning and encouraging full engagement in the life of the church.

Date of Latest Revision: August 20, 2023

Education: Bachelor's degree with focus on Christian Education preferred. Demonstrated work experience in lieu of degree will be considered.

Job Responsibilities:

- Work collaboratively with pastors, staff and volunteers to provide leadership, coordination and integration of programs for all generations of the MPC family.
- Develop and implement the vision, budget and safety policies for Children's Ministry and Youth Ministry in collaboration with the appropriate Committee and Committee Chair(s).
- Provide leadership for all Children & Youth Ministry – including but not limited to Sunday Mornings, Wednesday and Thursday evenings, church retreats, and mission trips.
 - This includes programming, curriculum, training, resourcing, staffing, teaching, scheduling, and participating.
- Coordinate volunteers/teachers/adult leaders for programs including recruiting, training, supporting, resourcing, and supervising. Secure drivers and chaperones as needed for distant/overnight trips.
- Ensure policies are enforced related to minors, including ensuring **all** volunteers have clearances for interacting with minors and that documentation is maintained according to guidelines.
- Provide opportunities for times of parent and family fellowship.
- Initiate, plan and implement Outreach Programs, including Vacation Bible School.
- Plan and conduct an annual Confirmation Class.
- Plan, coordinate and/or facilitate church-sponsored programs for Youth such as group activities, Bible studies, Sunday School, Teen Ministry, Youth Retreats, intergenerational activities, Youth-led Church Services, Missions, Youth as volunteers, etc.
- Oversee facility upkeep of Youth Room and Children's Wing in coordination with volunteers and Property Committee.
- Recruit, train, encourage, and supervise Nursery Attendants and Nursery volunteers.
- Attend meetings as a participating member: Staff, Children's Committee, and Youth Committee. Serve as Staff Liaison to Committees as assigned.
- Hold regularly scheduled office hours to be available to parents, congregants, and youth.
- Integrate children and youth into times of worship together.

- Promote internal and external communication of events using social media and other available avenues.
- Engage with youth outside of church by attending youth events in the community.
- Maintain contact information for children and youth families, in cooperation with the church office.
- Expected to be present:
 - on Sunday mornings 48 Sundays a year
 - on Wednesday evenings
 - for Youth group (currently Thursday evenings)
 - for VBS week, including VBS Sunday
 - for special events related to Children and Youth
- Performs other duties as requested.

Competencies & Expectations

- Demonstrates passion for ministry to children, youth, and their families, encouraging growth in their faith.
- Demonstrates growing relationship with Jesus Christ evidenced by action, attitude, and behavior.
- Ability to come alongside others in time of distress and provide encouragement and guidance towards their walk with Jesus Christ.
- Exhibits reliability, integrity, trustworthiness, self-starter qualities, and attention to details.
- Embraces innovation and creativity while adapting to growth and change.
- Uses appropriate judgment, discretion, sensitivity, and confidentiality.
- Leads with a cooperative, collaborative team leadership style.
- Possesses strong interpersonal skills with the ability to maintain healthy relationships with supervisors, coworkers, members and volunteers.
- Understands and keeps current on issues related to safety and security resulting in the implementation of associated policies, activities and safeguards.