



Calvary Presbyterian Church  
2515 Fillmore Street, San Francisco CA 94115

## Job Description

**Job Title:** Director of Youth and Family Ministries

**Reports to:** Associate Pastor for Community Formation

**FLSA Status:** Exempt

**Hours:** Full-time

**Date of Job Description:** 11/30/2023

*Please submit your cover letter and resume to [resumes@calpres.org](mailto:resumes@calpres.org).*

The Director of Youth and Family Ministries will develop and implement programs for Calvary's youth (grades 6<sup>th</sup> through 12<sup>th</sup>) and their families. They will build relationships with the youth and parents of our community, both within the walls of Calvary and beyond while providing opportunities to learn, play, connect, and grow in faith. This is a full-time, salaried position with requirements to be on-site on a majority of Sundays.

The Director will facilitate the following: connections with youth, growth in their spiritual journey, service through mission, participation in meaningful worship on Sunday, and participation with our interfaith partners. The Director will work collaboratively with church leaders and staff to provide training, coordination, planning, resourcing, support, pastoral care and advocacy. The Director will help set visions and goals for a sustainable youth ministry and will ensure that Calvary has a ministry with youth and families that provides for their spiritual needs, builds relationships, and encourages regular participation in the congregation's worship, life, and ministry.

Candidates who excel in this position will have the ability to actively engage students through teaching and conversation; the ability to engage with families, parents, and volunteers; excellent communication and relational skills; and strong organizational skills to plan and calendar out youth programs in advance.

Calvary Presbyterian Church is a progressive and vibrant congregation in an urban environment with convenient bus access (2515 Fillmore St, San Francisco, CA). For the health and safety of our congregation and unvaccinated infants, we require proof of vaccination.

### Essential Functions of the Job:

1. Youth Programs & Relational Work 70%
  - A. Develop and grow the Calvary Youth Programs in both depth and number through programmatic opportunities and curriculum development. Supervise and participate in the planning, preparing, and leadership of the Calvary Youth Programs including: Sunday morning youth programs, mid-week or evening programs, confirmation classes, small groups, music ministries, local mission projects, summer mission trips, special events and activities.
  - B. Build pastoral relationships with the youth, including attending games and concerts at their school or elsewhere that involve our youth.

- C. Recruit and equip volunteers and staff, building an effective team led ministry model.
2. Church Events and Services 10%
- A. Connect the Calvary youth with the congregation through involvement of congregation in the youth programs and encouraging youth involvement in Calvary worship and events.
- B. Participate in worship and program and event leadership.
3. Communication 15%
- A. Provide clear and timely communication of youth programs to youth, parents, families, staff, and the congregation by utilizing mailings, email updates, Calvary website, newsletter, bulletin, and other resources.
- B. Communicate with youth, parents, families, staff, and the congregation at all opportunities to answer any questions or concerns about the youth programs, through meeting opportunities, youth events, and activities, phone calls, and emails.
- C. Keep records up-to-date including lists of all youth, their contact information, and their attendance or participation at events.
4. Personal Growth 5%
- A. Utilize current resources to build and develop the Calvary Youth Program.
- B. Participate in continuing education events.
- C. Spend time in prayer and tending to your own life of faith.

### **Education, Experience, and Qualifications:**

#### *Education:*

Bachelor's or Master's degree in field relevant to working with youth  
 Specialized training in church youth programs preferred

#### *Experience:*

At least two years working as a director or co-director or associate director of a successful, growing youth program, preferably in a church setting

#### *Special Skills and Desired Abilities:*

- A Reformed Christian Faith
- Work with youth and build Christian relationships with them
- Recruit and supervise staff and volunteers
- Plan in advance and budget for programs
- Support Calvary's Mission, Vision and Values
- Provide leadership in worship services for youth
- Organize mission trips and other programs for youth
- Develop youth leadership
- Excellent communication skills, written and spoken, with youth and adults