

Position Description for Children and Youth Ministry Director  
Jonesborough Presbyterian Church  
July 2022

**Ministry Purpose:** The Children and Youth Ministry Director's (CYMD's) role is to develop and provide spiritual, educational, and administrative leadership by directing the children and youth ministry of Jonesborough Presbyterian Church (JPC). The CYMD will seek to foster a strong Christian learning program by building relationships with children, youth, their parents, and church leaders. Duties include the weekly Sunday school program for children/youth, Children's Church (and Children's sermon), weekly activities, and other special programming events such as Vacation Bible School (VBS) and Christmas/seasonal programs. Activities that encourage educational and relational development include Bible study, Christian recreation, worship, fellowship, service projects, and other mission-related activities. The CYMD's program will foster the students' commitment to the church and their growth in faith in Jesus Christ.

The CYMD is responsible to the Pastor for day-to-day operations and to the Christian Education Ministry Team and the Pastor for fulfilling responsibilities defined in this position description.

**Responsibilities:**

1. Ensure that children and youth are included within the life of JPC; encourage and coordinate Church outreach and participation opportunities for children and youth and their parents.
2. Coordinate, promote, and implement a quality Christian Education program for children and youth to include Sunday School, weekly/evening activities, VBS, and seasonal/special events.
3. Lead children and youth in their spiritual and social development in the Christian faith.
4. Develop relationships of Christian nurture and care with the children, youth and the parents of JPC.
5. Communicate and publish program activities through church newsletters, bulletins, calendar and promote program activities through social media.
6. Actively recruit children, youth, and young families through church-supported activities and other related programs throughout the community. Promote multi-generational activities within the church.
7. Attend worship and present the Children's Sermon 2-3 times per month.
8. Participate with other Christian ministry professionals and churches in the community as opportunities arise that fit within JPC's mission and ministry.
9. Schedule and attend one approved CYMD continuing education training session per year.

**Qualifications:**

Because the CYMD participates in the faith development of congregational members of all ages within the church, both as a leader and as an example, he or she will have an understanding of the foundations of Christian faith and a passion for nurturing children and youth in their Christian faith.

Required

\* A sense of call and a passion for working with children and youth.

- \* Spiritual maturity and a way of life that reflects the love, grace, compassion, and justice of Jesus Christ.
- \* Effective organizational and administrative skills, including program management, facilitation, use of technology, and teamwork.
- \* Desire to encourage multi-generational fellowship.
- \* Proficient with Microsoft Office and social media platforms.
- \* Strong communication skills, including written, oral, public speaking and listening skills-
- \* Creative approach to program development and implementation.
- \* Flexibility and the ability to work well with others.

### Preferred

- \* Experience providing leadership in small group settings
- \* A degree or background in Christian Education or a related field of study
- \* Background working with children and youth in a Christian environment—preferably within the Presbyterian (PCUSA)/Reformed tradition.

### **Evaluation:**

Annual performance reviews will be conducted by the Pastor and the Christian Education and Administration Ministry Teams. A probationary period of review shall be conducted approximately 90 days after initial hiring. During the probationary period, initial goals and objectives will be developed. The annual performance review shall also include the updating of goals and objectives for the position and shall include any compensation adjustment recommendations.

### **Compensation:**

- Salary commensurate with experience and education, based on a 10 hour/week schedule, to be paid monthly and including a two week paid vacation. The number of hours worked per week may be expanded up to 15 hours per week after the probationary period review – based on any pastoral needs of the church and the interest and skills of the CYMD.
- Approved expenses related to duties will be reimbursed, including annual CYMD continuing education training
- Offer for employment shall be approved by the JPC Session.

All responsibilities must be performed in accordance with JPC's Child Protection Policy (see separate document). Before being hired, the candidate must pass a criminal background check.