

Presbyterian Church of Traverse City Job Description

Job Title:	Director of Children & Youth Ministries
Reports to:	Head of Staff
Supervises:	Nursery Staff
FLSA Status:	Hourly non-exempt, Part time 25 hours per week
Date:	March 30, 2021

Purpose:

To develop and implement the Youth and Children’s Ministries programs of the Presbyterian Church of Traverse City.

Essential functions:

1. Responsible for planning and developing on-going regular educational programs and activities for the children and youth of the church.
2. Serve as staff representative and participate in monthly Children & Youth Ministries Committee meetings and ‘Youth’ break-out meeting.
3. With pastor and committee support, manage the lay leadership volunteers for both of the children and youth ministry programs; including recruitment, training, coordination, and scheduling (scheduling=youth volunteers only).
4. Communicate and maintain regular interaction with the youth and families of youth and children. Respond in a timely manner to inquiries regarding the children & youth programs of the church.
5. Responsible for calls/concerns of youth and adult advisors/volunteers in general and as they relate specific youth ministries programs, events and activities.
6. Develop and plan the curriculum and activities for the program year including CREW, Sunday School worship, Vacation Bible School (VBS), Lent activities, Block Party, etc. These will be developed in coordination with session committees. Coordinate a Christmas Pageant with the Music Director.
7. Provide regular opportunities for worship, spiritual growth and fellowship to the youth of our church family through weekly CORE meetings (Sept – May), including: working with a pastor to select and develop monthly CORE themes, scripture and message focus. Provide guidelines for Small Group Leaders consistent with the theme and select media content for weekly CORE worship messages.
8. Provide oversight and support to middle school and high school aged youth.
9. With the pastoral staff, plan and implement extended learning/fellowship opportunities (retreats, mission trips, etc.).
10. Attend weekly Staff Meetings as needed and able.
11. Other administrative duties as assigned and necessary.

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Position Objectives:

To lead, guide, and develop the Youth and Children's Ministries programs and activities.

Minimum Education:

Associates Degree, Bachelor's Degree and Christian Education credentials preferred.

Minimum Experience:

Previous experience working with Youth and children required. Previous experience with Sunday School and Youth activities development required.

Essential Abilities:

1. A commitment to the Presbyterian Church of Traverse City mission.
2. Ability to navigate on computers and use various software applications.
3. Ability to maintain confidentiality.
4. Ability to interact positively with members of the congregation, co-workers, youth, and children in a non-judgmental, tactful and courteous manner.
5. Ability to suggest innovative approaches in completing job responsibilities.
6. Ability to work openly and cooperatively as a team member.
7. Ability to perform physical tasks to carry out specific job duties.

Minimum Skills Required:

1. Organizational abilities to prioritize tasks.
2. Flexibility to work with needed changes as they occur.
3. Cooperation and collaboration to work with multiple people and staff.
4. Connect with and support friends and members of our church.
5. Foster relationships within the community and beyond for the furthering of church ministries.
6. Creativity
7. Resourcefulness

Minimum Physical Expectations:

1. Physical activity that often requires keyboarding, sitting, phone work and filing.
2. Physical activity that often requires extensive time working on a computer.
3. Physical activity that often requires lifting under 25 lbs.
4. Physical activity that often requires bending, stooping, reaching, climbing, kneeling, and/or twisting to access files and records or to work with children.
5. Physical activity that sometimes requires lifting over 25 lbs. but not more than 50 lbs.

Minimum Environmental Expectations:

1. The Director of Children & Youth Ministries position operates in various settings including office, classroom, remote (home) and offsite. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
2. Possible exposure to blood and bodily fluids or tissues.
3. Possible exposure to communicable diseases.