

First Presbyterian Church of Hanford
Job Description and Agreement

TITLE: Director of Children and Youth Ministries

TERMS: Part-time, \$16 hour, 25 hours per week. Budget for Children's & Youth Ministry provided.

EXPERIENCE: While the requirements are flexible, a priority will be given to candidates who show involvement in a strong youth ministry and/or children's ministry in leadership and implementation of programming for these age groups.

1. Education

- a. Bachelor's degree preferred
- b. Three years of related experience preferred

1. Relational

This position requires a love for and commitment to children, students, and their families. There must be a desire to create relationships, particularly the junior high and high school students (e.g., phone calls, social media, attending middle school and high school functions, athletic events, musicals, and meeting students after school or on weekends). As for the children's ministry, provide spiritual care, administrative oversight, and organizational direction to children through education and special events. In addition, this position requires being willing to develop relationships with their families.

2. Communication

The position requires the ability to effectively communicate the way an individual can establish a relationship with God through the person of Jesus. It is also essential that the director have the ability to be effective and comfortable in teaching Scripture, and challenging students of all ages in further developing a relationship with God through Jesus Christ. It requires leading Bible studies, teaching church school, and speaking at other youth events. For the Children's Ministry, the director would coordinate activities, scheduling & overseeing quarterly activities, while utilizing the group of established volunteers to continue programs for this age group such as Sunday School and Power House. The position also requires ease in communicating with the parent and discussing particular concerns and needs of the student. There will be additional opportunities for pastoral ministry beyond youth including but not limited to preaching and worship leadership.

3. Organizational

The position requires the ability to maintain simultaneous control of contact work, weekly/monthly programming, and several special projects. It also involves church responsibilities, such as attending weekly staff meetings and monthly Christian Education and Children's/Youth Committee meetings.

4. Creative

This position requires continually developing new and creative ideas of effectively ministering to elementary, junior high, senior high students.

5. Self-motivator

This position requires an individual who is disciplined in time-utilization. Since the job demands extreme output, it is essential for continual input through personal devotion. Furthermore, the job involves a person to be comfortable initiating relationships with students and families.

6. Music

The ability to lead praise (desirable though not required) and worship, and/or facilitates worship through others' leadership, as a component especially of the youth ministry.

PURPOSE: To develop and maintain a children's and youth ministry of 4 years old to high school students (Children are ages 4 years old through 5th grade, Youth are junior high students 6th-8th grade, high school students, 9th-12th grade students). To support the overall ministry of the church by vision casting for the future success of the children and youth ministry church as a whole; cooperating with other staff and volunteers in church-wide ministry initiatives; and filling in when other staff are on vacation or sick leave.

ACCOUNTABILITY: Accountable to the Pastor and to the Session through its Personnel Committee and Christian Education Committee.

EVALUATIONS: Performance review will be done upon completion of a 6-month probationary period, and then annually thereafter conducted by the Personnel Committee. Additionally, there will be a semi-annual review conducted by the Pastor.

DUTIES AND RESPONSIBILITIES:

1. Pertaining to the children and youth, ensure ministries:

- a. Teach the content of the Bible and communicates its content as the singular authority of their faith and life.
- b. Demonstrate and instructs youth in applying biblical principles to their daily behavior and attitudes.
- c. Develop and incorporate youth into a relational community where they experience a tangible connection to one another and to the youth leaders.
- d. Assimilate youth in pathways of service to the church and the Hanford area as well as engaging their faith through special domestic or international service projects.

Examples include: Monthly Rest Home visitation, having youth assist BASIC (young family fellowship group, Brothers & Sisters in Christ), having youth work with children at VBS, Power House, toddler room; making dinner for Body Life & Annual Meeting; serving at annual Valentine's Dinner, etc.

- e. Use worship as a foundational element.
 - f. Engage the parents of children and youth in a mutual responsibility for the ministry.
 - g. Recruit, train, and oversee volunteers.
 - h. Develop student leadership.
2. Additional responsibilities:
- a. Participate in and support all church events and programs.
 - b. Affirm and agree with the EPC Essentials of our Faith, and committed to abiding by the EPC Book of Order
 - c. Oversee Childcare Coordinator in their duties.
 - d. Clear vacation dates with the Pastor in advance, accurately and completely filling out vacation request forms.

(See Addendum A for Program Expectations for the Children's & Youth Ministry)

First Presbyterian Church, Hanford is an equal-opportunity, at-will employer, and the terms of the Personnel Policy of First Presbyterian Church, Hanford, CA, shall apply as appropriate to this position.

Director of Children & Youth Ministries

Date_____

Pastor

Date_____

Personnel Committee

Date_____

Addendum A: Program Expectations for the Children's & Youth Ministry:

- Ensure volunteers are recruited, scheduled, and trained (if needed) to teach Sunday School and Power House to children ages 4 years through 5th grade. Select and oversee the selection and implementation of the Children's Ministry curriculum.
- Separate Sunday Schools for Junior High (grade 6-8) and Senior High – Sunday School for the youth is the equivalent of Worship for adults and should not be cancelled. Obviously, circumstances may warrant cancellation. In such instances the Director of Children and Youth Ministries will consult with the Pastor beforehand.
- Separate programming for Junior and Senior High on Wednesday evenings.
- Recruit volunteers to conduct children classes during Body Life sessions on Wednesday evenings.
- Once-a-month special events for Junior and Senior High (this would include retreats, service projects, fundraisers, fun events, etc.). At times, combined events would be warranted, but should not be the norm.
- Quarterly activities for elementary students.
- Recruit, develop, and train student leadership.
- Help recruit, develop, and train volunteer staff for children, Junior High, and Senior High (This would include, but is not limited to, regular volunteer staff meetings.) Training for volunteers usually happens in August.
- Follow-up with those students who are not around and/or are not currently participating.
- Attend the weekly staff meetings and monthly Christian Education meetings.
- Regular, consistent communication with parents – This includes bi-annual parents' meetings, written communication (monthly children and youth ministry programming updates, letters, etc.) prompt response to phone calls and e-mails.
- Vacation Bible School (VBS) – Be a part of hiring a VBS director and work with that director to involve the youth as VBS leaders, assistants, etc. Lead morning devotions with youth and adult leaders during VBS week, if requested. If no VBS director is found, it is the responsibility of the Children's and Youth Director in conjunction with the Christian Education committee to facilitate and run VBS if the program is desired.
- AWANA - Be a part of finding a volunteer AWANA director and work with that director to facilitate finding teachers and activities to support AWANA program. If no AWANA director is found, it is the responsibility of the Children's and Youth

Director in conjunction with the Christian Education committee to facilitate and run AWANA if the program is desired.

- Accurate tracking of finances – This would include a written record of money in and money out for individual children and youth events, keeping track of scholarship money earned by students, and not overspending the children and youth ministry budget.
- Regular, consistent maintenance and updating of Children and Youth Ministry written materials for the Information table in the Fellowship Hall and the Youth Ministry Bulletin board. Recruit volunteer to do the same with children ministry board.
- Coordinate and plan a 3-7 day summer camp for youth, location TBD, with approval by Session.
- Mission Outreach – plan & coordinate several small or 1 large mission project. (i.e. Involve youth in VBS, Youth Sunday, mission trip)
- Strongly encouraged to attend children's and youth ministry conferences and network with other children's and youth pastors for professional and personal development, if budget allows.
- Teach or work with the Christian Education Ministry committee to find a volunteer to teach catechism, baptism, and confirmation classes for children and youth.
- Plan and implement a Youth Sunday service in which the youth plan, write, and execute all aspects of the Sunday morning worship service for the church once a year.