



## Position Job Description

### DIRECTOR OF CHILDREN & YOUTH (NEXT GENERATION) MINISTRIES

Position Title: Director of Children & Youth  
(Next Generation) Ministries

Reports To: Senior Pastor (Primary)

Elder of Youth Ministries and Elder of  
Children's Ministries (Secondary)

Effective Date: 08-September-2022

Last Updated: 12-December-2022

Revision #: 2022.2

### **Purpose**

The Children & Youth Ministries Director will effectively build and nurture an environment that fosters spiritual growth in families from birth through 12th grade. They will be responsible for equipping of children's and youth leaders, volunteers, interns (as available) and student leaders for the Christian ministry. In conjunction with the elders for Children's and Youth ministries they will develop, administer, and coordinate programs that are relevant for those age groups. The position may require some unusual hours during evenings and/or weekends.

**FLSA Status:** Exempt, 40 hrs/Wk

Hours may be adjusted at discretion of personnel committee and Session depending on annual budget requirements.

**Salary Range:** \$20 - \$22 (including benefits)

Salary may be adjusted at discretion of personnel committee and Session depending on annual budget requirements.

### **Direct Reports**

- Nursery/Toddler Coordinator
- Youth & Children's Interns
- Youth & Children's Advisors, Volunteers & Teachers
- Student Leaders

### **Essential Functions and Responsibilities**

#### **Ministry Responsibilities**

1. Help develop a comprehensive and expanding discipleship plan for birth through 12th grade that fosters a greater connection with Jesus Christ and knowledge of a personal application of God's word in a safe and loving environment.
2. Work closely with Church staff, Session and the children's and youth ministry teams in coordinating the next generation ministry of the whole congregation.
3. Recruit, train, equip and work alongside adult volunteers, interns and student leaders to carry out effective children's and youth ministry. Assist advisors, interns and adult volunteers in discovering their individual spiritual gifts for designing, developing and implementing comprehensive evangelistic, discipling and mission-centered programs which may include Sunday and Wednesday mid-week services.

4. Encourage and work with parents, Senior Pastor and Church leadership in developing children's and youth advisory teams.
5. Oversee annual events for next generation ministries such as summer camps, mission trips, Adventure Week VBS, and Fall Harvest Festival.
6. Tithe your time (roughly 4 hours a week) in engaging children and youth in of the broader community and establish a presence at local schools and activities.
7. Oversee regular fellowship and outreach events for next generation age groups both at church and within the community.
8. Oversee selection and implementation of the curriculum and materials as needed to support Sunday morning and mid-week programs for next generation ministries.
9. Encourage, consult with, and advise and pray with the advisors, adult volunteers and student leaders.
10. Facilitate open communication between next generation ministries and other ministries of the church.
11. Identify and/or develop conferences, classes, and seminars with a focus on equipping parents how to disciple their children.
12. Attend conferences and continuing education classes relating to these ministries.
13. Take part in the form of prayer and scripture reading for spiritual growth as well as other Church activities; (e.g.; Small Group Participation, Seminars, etc....)

### **Administrative Responsibilities**

1. Develop and set appropriate goals and strategic objective for the next generation ministries in conjunction with the Senior Pastor and Elders of Youth and Children Ministries.
2. Prepare and submit an Annual Plan and budget for the Next Generation Ministries program at Sierra Presbyterian Church. Submit a quarterly progress report to the Senior Pastor.
3. Develop and maintain various calendars and directories as related to next generation ministries.
4. Provide training for staff and volunteers regarding emergency procedures, proper safety procedures and ensure volunteers have background checks on file.
5. Participate in weekly staff meetings and other meetings as required for the position.
6. Perform other duties and tasks as requested and assigned by the Senior Pastor.

### **Qualifications**

1. Previous experience in children's and/or youth ministry for a minimum of two (2) years.
2. Bachelor of Arts degree in a related field; i.e., Psychology, Biblical studies, Christian Education, Early Childhood Education desired.
3. Excellent verbal and written communication skills. Must be able to communicate in a clear and concise, manner. Also, listening attentively to others to seek understanding and provide instruction is essential.
4. Excellent strategic leadership, organizational, analytical, and follow-through skills.
5. Ability to pass background check for Nevada County child worker requirements (Requires fingerprinting by Nevada County).
6. Ability to operate computer systems necessary to perform the requirements of the position.

### **Working Environment**

The majority of the time spent for this position will be on the Church campus. There may be times when "off campus" activities such as field trips, camping trips, mission work may be required. Position does require working closely with the Elders of Children's and Youth Ministries and may require addressing questions from the personnel committee in terms of goals, objectives and overall job performance. Encouraged to tithe time in outreach.

### **How to apply**

Applications can be submitted online at <https://www.sierrapres.com/job-opportunities> or in person at 175 Ridge Road Nevada City, Ca 95959. If you prefer to submit a cover letter & resume via email, please send to [spcsearch@sierrapres.com](mailto:spcsearch@sierrapres.com).

**Contact Info:** Sierra Presbyterian Church, 175 Ridge Rd. Nevada City, Ca 95959

Phone: 530-265-3291 Website: [www.sierrapres.com](http://www.sierrapres.com)