

# Youth and Children's Ministry Director Position Description

## **Primary Responsibilities:**

Under the guidance and direction of the Pastor/Sr. Pastor, Session, and elder responsible for Christian Education, the Youth and Children's Ministry Director will:

- Personally lead and guide our church's middle and high school students
- Manage our children's ministry program through church volunteers

## **Youth Ministry Responsibilities:**

- Encouraging students interested in the knowledge of God and His word and supporting them to develop their love for Him and others
- Organizing and leading weekly youth group meetings consisting of Bible based teaching, discussion, prayer, fun activities, etc. during the school year
- Attending student functions at schools
- Planning and leading an annual youth mission trip
- Growing relationships with the education community
- Providing students and their families with biblical counselling
- Growing and executing the church's youth ministry
- Designing, overseeing, and examining curriculums for all programs, events, and classes
- Leading middle and high school students to encourage their spiritual growth
- Interacting with students during Sunday services
- Developing positive relationships with students and their parents
- Sharing program plans through social media
- Displaying a Christ-like approach and lifestyle and praying regularly for young people in the church and community
- Incorporating youth into various church ministries for His use
- Attending and participating in staff meetings

## **Children's Ministry Responsibilities:**

- Developing a children's ministry program
- Recruiting church volunteers and parents to lead the children activity during worship
- Ensuring that Children's Sunday School is properly staffed on all Sundays
- Managing the Vacation Bible Schol program including:
  - Selecting the annual VBS theme
  - Developing an annual VBS plan and obtaining the necessary approvals for the plan in a timely fashion
  - Recruiting Volunteers
  - Obtaining the necessary material
  - Advertising the event multiple times in multiple types of media and social networks to maximize attendance
- Partnering with the church office to ensure all volunteer background checks are current

### **Youth and Children's Ministry Director Requirements:**

- Evident relationship with Jesus Christ
- Affirmation of the statement of the EPC Essentials of the Faith
- A commitment to Reformed Theology
- Bachelor's degree in theology, biblical studies, or youth ministry
- Previous youth ministry experience is a plus
- Proficient understanding of challenges and needs of young people
- Excellent computer skills, and proficiency with social media
- Outstanding communication skills, both verbal and written
- Excellent organizational skills
- Affinity for young people
- Ability to lead by example
- Available to work extended hours, evenings, over weekends, public holidays, and on short notice when necessary

**To be successful in this position**, the Youth and Children's Ministry Director needs to:

- Provide students with a place to belong that gives them the courage to be different and resilient to unhealthy peer pressure.
- Have a proficient understanding of the challenges young people face and be compassionate
- Be hands-on, directly involved in all activities related to youth
- Be organized
- Able to recruit volunteers
- Able to manage a group of children's ministry volunteers
- Be a self-starter and creative thinker