

Oreland Evangelical Presbyterian Church
1119 Church Road, Oreland, PA

Position Description

TITLE: Director of Children and Youth Ministries

PURPOSE: The Director is responsible in leading the Children and Youth Ministries at OEPC in connecting them to Christ, each other, and the community. We are a neighborhood church that seeks to reach its neighbors across the street and around the world.

ACCOUNTABILITY: To Pastor, and ultimately to the Session

RELATIONSHIPS: Works closely with the Pastor, Christian Discipleship and Christian Education Ministry Teams, the Parent Advisory Team, the Church Administrator and the Church Administrative Staff.

RESPONSIBILITIES:

- Develop, lead and grow the Children and Youth Ministries at OEPC.
- This is a hands-on position, responsible for scheduling, planning, conducting and supervising children and youth group gatherings year round.
- Coordinate, enlist, resource and guide teachers/leadership participation on Sunday morning, Mid-week programming and outreach/ mission opportunities. Supervising of volunteers and interns.
- Support ministry teams as the liaison for children and youth.
- Facilitate parental involvement in the spiritual formation of their child's/youth's life.
- Manage and oversee the Children and Youth Ministry budget so it effectively and wisely utilizes church resources and maximizes ministry opportunity.
- Comply with OEPC Child Protection Policies.
- Use Social Media and digital communications with youth/ parents that complies with OEPC Child Protection Policies.
- Participate in staff meetings, ministry teams as required, OEPC church life and Sunday worship.
- Submit a monthly report to Session.
- Meet with Pastor regularly for prayer and shared ministry goals and mutual mentorship. Keep the Pastor thoroughly informed of staff accomplishments, concerns and future plans.
- Meet with and maintain good communication with parents and Parents Advisory Team.
- Work closely with administrative staff on scheduling and advertising activities and events.

SUGGESTED GOALS:

- Achieve significant growth in Mid-week and Sunday programs
- Divide youth group into two groups in order to facilitate age appropriate discussions.
- Engage children and youth with local missions on an annual basis.
- Plan and facilitate regular participation of children, youth and families in worship.
- Establish monthly outreach opportunities for youth to bring their friends (Hayrides, mini-golf, retreats, lock-ins etc.)

CHARACTER EXPECTATIONS:

- Profess faith in the Lord Jesus Christ, spending a consistent regular time with Him and able to affirm the EPC's Essentials, Mission and Vision statement of OEPC.
- Continue to grow spiritually and professionally through reading, developing relationships with area churches, attend training opportunities, classes, conferences and seminars as opportunity allows.
- Set a Christ-like example in words and actions for the children, youth, and families.

STRENGTHS:

- Gifted in leadership.
- Strong relationally.
- Effective recruiter and team player.
- Solid organizational and event planning skills.

REQUIREMENTS:

- *Education* Undergraduate degree.
- *Experience* Youth director/intern experience preferred

POSITION SPECIFICATION:

- Non-called Full-Time; Exempt
- Schedule will fluctuate and will include after school, evening and weekends to meet the needs of ministry.
- Benefits include: Health Insurance, Vacation/PTO, 403b Retirement and Continuing Education
- Performance reviews will be conducted annually.

Applicants: please submit your resume to personnel@orelandpres.org for consideration.