



Three Chopt

PRESBYTERIAN CHURCH

an inviting family of compassion

Director of Children & Youth Ministries

Overview

The Director of Children & Youth Ministries is responsible for working with staff and volunteers in the planning, organizing, and directing Children & Youth Ministries at TCPC. The Director promotes a culture of valuing children of all ages, creates opportunities for Christian fellowship, service, and Christian Education, and encourages them to participate fully in the life of the congregation.

Responsibilities

1. Plans, develops, and implements all aspects of a balanced children & youth ministry to include preschool, kindergarten, elementary, middle school and high school youth in the areas of worship, discipleship, mission, and outreach.
2. Provides oversight and direction of Sunday morning children's and youth's activities: Sunday School, Confirmation, Children's Worship, childcare and periodic worship classes.
3. Provides oversight and direction of monthly and seasonal activities: Fun and Faith on Fridays, Music and Mission, Rally Sunday, Easter, Christmas pageant, Vacation Bible School (VBS), Youth Group, Massanetta, Montreat, and special events.
4. Develops supportive and ongoing relationships with youth as they mature and journey through childhood and adolescence.
5. Assists both the Children & Families (C&F) Ministry Team and the Youth & Families (Y&F) Ministry Team as they recruit volunteers; ensure adequate volunteer support and adult to youth ratios.
6. Equips and offers training to church leadership in their roles as leaders and teacher of the youth and children.
7. Maintains contact with parents and offers information and support.
8. Keeps records of youth and children participation.
9. Communicates in a timely manner and as effectively as possible using all available resources (Facebook, Twitter, Instagram, email, website, bulletin boards, etc.), and coordinates with other staff.

10. Participates in the life and worship of the congregation.
11. Serves as the staff resource for C&F and Y&F, participates in ministry team meetings, and collaborates with the Adult Nurture ministry team.
12. Participates in weekly on-site staff meetings and monthly Session meetings.
13. Ensures compliance with the Child Protection Policy (CPP) in coordination with C&F and Y&F; and is accountable for the CPP.
14. Performs other duties as assigned and proactively looks for opportunities to serve.

Required Skills/Experience

1. Education and training in Christian Education, Childhood Education, or equivalent experience with similar responsibilities.
2. Committed Christian who understands the mission of the church.
3. Genuine interest in responding to the hopes, needs, and concerns of children in the community.
4. Excellent interpersonal and verbal communication skills.
5. Ability to work both independently and as a part of a team.
6. Organizational skills to prioritize and to meet schedules.

Reporting Relationship

Reports to Pastor / Head of Staff

Schedule

Part-time – 30 hours a week, flexible work hours including Sunday morning worship, Sunday school and youth group activities and periodic youth conferences and mission trips.

Compensation

\$20/hour. No benefits.

Other Considerations

Each member of the Ministerial and Support staff of Three Chopt Presbyterian Church should keep in mind the spiritual nature of church work and conduct himself/herself accordingly at all times. This requires maintaining confidential information and sensitivity when working with pastoral concerns, financial and other sensitive information. Appropriate dress is required by each staff member and reasonable business attire is worn unless otherwise advised by the Pastor. The nature of church work requires close association, cooperation and collaboration among all staff members.

Send resume and cover letter to hello@threechoptchurch.org