

# Collegiate Presbyterian Church

## Director of Children, Youth, and Family Ministries

### Position Description

#### Overview

Position Title:	Director of Children, Youth, and Family Ministries
Reports To:	Pastor / Head of Staff
Classification:	3/4 up to Full-time salaried
Pay Range:	Salary is commensurate with experience; plus eligible for full benefits package

The Director of Children, Youth, & Family Ministries position encompasses the duties and responsibilities of administering and leading the children, youth, and family ministry program for Collegiate Presbyterian Church in Ames, Iowa. This position will develop, implement, educate, lead, and innovate in children, youth, and family programming by providing sound biblically based spiritual formation. This position will work alongside and in collaboration with a team that includes the Pastor / Head of Staff, several member-led committees, and other members dedicated to children and youth. At CPC, children, youth, & family ministry is defined as 0-18 years old and their families.

This is a salaried position and requires some regular office hours, (as well as time outside “normal office hours”) in order to meet children, youth, and families’ needs. There will be a performance evaluation to occur within the first year from date of hire.

#### Personal and Professional Attributes

Believer	Solid foundation in Christian faith.
Leader	Able to build a program that is true to Christian values, in a safe and inclusive environment.
Collaborator	Able to work across staff, parents, church leadership, and the congregation to seek input and to inform others as programs evolve.
Organizer	Lays out plans for programs and tracks the tasks needed to execute and build the program.
Spiritual Nurturer	Creates a safe space for children, youth, and their families to feel welcomed and comfortable asking big questions and growing in their faith journey.

Creative Instructor	Willing to experiment and find new ways to help children, youth, and their families learn, grow, and develop a deeper sense of faith.
Fun Loving	Loves to work with children and youth and has fun doing it.

## Essential Duties

- Plan, organize, implement, and attend the programs and events in children and youth ministry. This includes weekly Wednesday prekindergarten through high school programming, Sunday school, small groups, summer Bible School, visits to families in homes, and other activities as well as retreats and mission trips.
- Recruit, organize, lead, and train volunteers and assistants as needed.
- Lead Confirmation Classes.
- Participate in planning and implementation of worship services throughout the year. Engage in such ministerial activities as the Head Pastor and/or Session may designate, insofar as permitted by the Book of Order (the guiding organizational book of the Presbyterian Church).
- Track and manage children and youth programming budget and spending, follow church finance policies and procedures and reporting requirements.
- Lead and/or assist with children and youth baptism.
- Attend weekly staff meetings and be an active participant representing the programs and needs of the children and youth while also serving as a collaborative team member.
- Plan, organize, and attend monthly meetings with the Children, Youth, and Family Ministries Committee and other committees as needed.
- Perform other responsibilities as requested by the head of staff.

## Other Responsibilities

- Administration: Plan and implement activities in conjunction with the overall church calendar. Proficiency with technology and social media management.
- Deadline Management: Work in a way that completes tasks and programs on time to create programming, on which members and parents can rely.

- Worship: Participate in worship services according to the beliefs and guidance of the Christian faith. Lead Children's Worship segment of Sunday church service.

## Required Qualifications

- Christian Education Certified or related experience
- Bachelor's degree or equivalent experience

## Preferred Qualifications

- Christian Education Certified or related experience
- Experience and passion for working with children and youth programming
- Experience creating and implementing a children and youth church ministry
- Experience coordinating projects
- Experience engaging families in Christian education programs ● Experience recruiting, training, and coordinating volunteers
- Experience or training in managing groups