

Children and Youth Ministry Director
St. Andrew Presbyterian Church

Purpose: One of the key ministries of St. Andrew Presbyterian Church is to welcome, nurture, and provide scriptural and theological tools for the spiritual growth of the children, youth and young adults of the church. In support of this mission, the Children's and Youth Ministries Director works in partnership with the Pastor to offer meaningful curriculum and activities and encourages family involvement. The Children's and Youth Ministries Director reports to the Pastor and the Children and Youth Ministry teams.

Responsibilities:

- Collaborate with ministry teams to establish and implement programs for spiritual and personal growth
- Be present at worship services to meet and interact with children, youth and families
- Lead youth groups on a regular basis
- Coordinate relationship-building activities within each group, including but not limited to VBS, work camps, retreats and denominational events
- Serve as a staff resource to Children and Youth Ministry teams, and attend monthly team meetings, staff meetings and Session, as needed
- Manage program budgeting and maintain enrollment records
- Oversee ministry-related communication and social media
- Facilitate volunteer training and recruitment
- Support positive interactions and create a support plan
- Provide worship and service/mission opportunities and resources for children and youth
- Supervise nursery operations and maintain records
- In coordination with the Pastor, provide education in baptism, communion, confirmation and church etiquette

- Be available to substitute teach Sunday School, provide nursery support and supervise special events that provide childcare for youth and children
- Be familiar with and recommend curriculum and resources
- Maintain supplies, including ordering and purchasing, as needed

Qualifications:

- Personal commitment to Jesus Christ and theology consistent with the Presbyterian Church USA
- Experience in children and youth ministry leadership
- Ability to engage with diverse age groups
- Strong communication and organizational skills, verbal and digital communication included
- Commitment to continuing education
- Ability to maintain confidentiality
- Completion of Child Abuse Prevention Program (CAPP) training
- Proficiency in basic computer functions and social media
- Valid driver's license and good driving record, proof of insurance
- Compliance with church Personnel Policies

- Knowledge of community resources beneficial and ability to coordinate with and refer to community agencies and groups
- College diploma preferred

Salary and Benefits:

- Set annually by Session.
- Benefits per personnel policies.

Additional Information:

- Full-time hourly position with flexible schedule
- Work week: Sunday – Thursday, with occasional evening and Saturday commitments
- From \$22-28/hour, based on experience