



First Presbyterian Church | Gainesville, Florida

Director of Children and Youth Ministries

Job Description

updated: May 2024

Overview:

The Director of Children and Youth Ministries at First Presbyterian Church supports the discipleship opportunities for the youngest in our community. Partnering with other staff and volunteer leaders, the director will organize offerings that aim to fill children (birth-5th grade) and youth (6th-12th grade) with the knowledge that God loves them and has a purpose for their life, while helping them develop the wisdom and understanding to be instruments of the love of Jesus Christ in the world.

Responsibilities:

- Map the overarching scope and sequence of discipleship, from birth through high school graduation
- Plan and implement an ongoing weekly rhythm of innovative and adaptive opportunities that allow children and youth to develop, grow, engage, and thrive in their faith
 - *Current offerings include Youth Connection (youth group that meets on Sundays) and LOGOS (intergenerational mid-week training event that meets on Wednesdays)*
- Organize and support seasonal event opportunities that provide concentrated times to experience the disciplines that lead to a personal relationship with Jesus Christ
 - *Current offerings include Vacation Bible School, summer camps, and mission trips*
- Collaborate with pastoral staff to teach and support Confirmation, annually
- Engage, equip, and encourage teams of volunteers to partner in the work of walking with every child and youth, throughout their formative years
- Craft all communication for the ministries, in collaboration with the communications specialist, employing a strategy which utilizes the best medium for each stakeholder audience
 - *Stakeholder groups include: children, youth, parents/guardians, volunteer leaders, church staff, larger church family, and the community.)*
- Order the infrastructure for each ministry life stage, managing paperwork, guiding processes, and implementing systems where volunteer leaders are equipped with the support, knowledge, and supplies they need to do what they have volunteered to do
- Manage child protection policies, researching and updating best practices annually, educating families and the church community, training leaders and staff, and ensuring compliance with local, state, federal, and presbytery mandates
- Advocate for children and youth in leadership spaces, representing this segment of the congregation
- Steward the budget and financial obligations of the ministry
- Serve as the connectional liaison with the Preschool leadership
- Serve as the primary supervisor for nursery staff

Additional Expectations:

The overarching expectation is that the Director of Children and Youth Ministries will be known amongst children, youth, and families, as well as other stakeholders throughout the First Presbyterian community. Therefore, they will...

- Attend a weekly worship service at First Presbyterian Church
- Be present in the community and at events important to children, youth, and families
- Participate in staff meetings
- Hold consistent office hours each week, inclusive of times that are accessible to colleagues and the church
- Meet regularly with Preschool leadership, strengthening bridges of connection
- Lead with a starting respect of others' time, knowledge, experience, and heart of faith

Team Structure:

- The Director of Children and Youth Ministries reports to the Senior Pastor and Head of Staff
- Collaborative Teammates:
 - Director of Young Adults and Family Ministries, to care for parents, guardians, and relatives of children and youth
 - Director of College Ministry, to ensure an intentional discipleship transition for graduated high school young adults
 - Preschool Director, to build bridges of connection and relationship with Preschool staff and families
 - Communications Specialist, to align with the overarching communications strategy of the church
 - Director of Music, to support the musical skills education, worship leadership integration, and overall worship understanding and experiences of children and youth

Time Expectations:

The Director of Children and Youth Ministries is a full-time role, investing 40-hour per week, on average, including Sundays. When present at seasonal events or discipleship experiences that take place outside of typical weekly offerings (i.e. camps or retreats), hours can be adjusted accordingly. All staff are encouraged to honor one day each week for Sabbath.

Qualifications:

- Live and profess a life as a committed Christian who is able and eager to openly articulate faith in Jesus Christ as Lord and Savior
- Possess an authentic, contagious joy in the work of God and the children and youth of First Presbyterian
- Hold a bachelor's degree or higher educational training in a field related to child and adolescent development and/or faith formation
- Be an organized leader with an ability to guide people graciously and manage processes clearly
- Prove proficient in the tools of Microsoft Office (Word, Excel, Powerpoint, Outlook)
- Be able to utilize the digital spaces most familiar to and frequented by youth and parents

Compensation:

Annual salary of \$55,000 plus a benefits package including health insurance, paid vacation time, and available continuing education funds

Classification:

Full time exempt, salary