

Director of Children and Youth Ministries – Full Time

First Presbyterian Church is a downtown church with all the challenges and potential inherent in our unique setting. We are looking for a creative/out-of-the box thinker with the necessary people skills to grow and enhance the Children and Youth Ministries

PRINCIPAL FUNCTION: Under direct supervision of the Senior Pastor and in accordance with FPCJ's Personnel Policies and Procedures Manual, the Director of Children and Youth Ministries ("DCYM") develops a meaningful program of discipleship, mission outreach and fellowship for children and youth 2-18 years of age. The DCYM is also responsible for the recruitment and mentoring of volunteers as teachers, teacher assistants and special event volunteers. The DCYM is required to work 40 hours per week inclusive of on-site time other than Sundays for availability to parents, volunteers, and other staff members. On-site time schedule to be coordinated with and approved by the Senior Pastor.

RESPONSIBILITIES: The DCYM is responsible for performing the following broad range of duties – Regular, Special, Seasonal, Administrative, and Supervisory.

Regular Duties:

Christian Education (Discipleship):

1. Coordinate and manage an effective children/youth program dedicated to providing an environment for children/youth to nurture their faith journey through group building, worship, discipleship, mission and outreach.
 - a. Develops a welcoming, engaging, mission-oriented community with the desire to joyfully work together in a way that attracts others to follow Christ as part of our faith community.
 - b. Creates a nonjudgmental atmosphere that allows youth to share openly and honestly about deep meaningful issues.
2. Respond to emerging needs of the children for classes and programming, and make provision to ensure classes have the appropriate space and ECO Presbyterian/Christian materials necessary for successful implementation of the programs.
 - a. Evaluate the changing needs for Christian Education classes for children, and youth.
 - b. Develop new classes and other educational experiences to effectively meet changing cultural needs and modes of learning.
 - c. Facilitate use of age appropriate curricula during Children's Worship
 - d. Facilitate the use of toddler specific curricula and toys in the nursery and ensure it is being used during the care-giving time.
 - e. Develop and facilitate distinct curricula for middle school and high school students.
 - f. Plans, markets (internally and externally), and facilitates programs outside of Sunday School. ii. Coordinates events for parents of youth, related to their parenting roles and activities for parents and youth.
3. Maintains routine communication between the Pastor, Office Manager, children/youth, and parents on many levels e.g. email, website, newsletter, and social media to spread updates; also, ensures regular communication with Volunteers, teachers, families and wider congregation to promote a high level of collaboration.

Worship:

1. At the discretion of the Pastor, lead and coordinate children's moments for worship services.
2. Participate in regular worship planning (Worship Committee, etc.) to explore ways to engage children and youth in the worship experience.
3. Coordinate with the Worship Committee Chair/Music Minister to help recruit children to serve as lay readers, ushers, drama participants, or on Praise Team.
4. Coordinate with the Office Manager to ensure appropriate children's bulletins are available for all worship experience.
5. Recruit, select, mentor and support all teaching staff
 - a. Select and mentor, in consultation with the Discipleship Committee and Pastor, a team of leaders in a process of discovering teaching gifts among the members of the church.
 - b. Develop and implement ECO Presbyterian based training curricula, teaching techniques, and classroom management techniques, while supporting the teaching staff as a supervisor and mentor.
 - c. Conduct quarterly curricula reviews with teaching staff and Pastor.
 - d. Promote and encourage teaching staff to participate in outside training events which could benefit their teaching.

Manage the Curricula

1. Maintains current awareness of curriculum trends and options; makes recommendations and orders accordingly.
2. Use of ECO Presbyterian curricula is to be the first priority.
3. Consult with pastor on use of non-ECO Presbyterian curricula
4. Receive requests for curricula from teaching staff and order curricula material from publishers approved by Pastor and Discipleship Committee Chair
5. Recommend and evaluate all curricula for its content and age appropriateness
6. Ensure that curricula is distributed to the teaching staff in a timely manner
7. The DCYM is expected to be at church each Sunday by 8am to ensure the nursery is open and staffed and preparations are complete for Sunday School, Children's Worship and Youth Group; be present or accessible at all Sunday services
8. Supervise the Nursery staff. The DCYM is responsible for coordinating with Nursery staff to ensure that there is nursery care for special worship service, or special events when needed/requested.

Mission Outreach

1. Develop annual mission opportunities for the children and youth (with the assistance of volunteer parents)
 - a. For the children (6-12) this might include though is not limited to opportunities to serve the senior members of the congregation, visit nursing homes, participate in various charity drives throughout the year.
 - b. For the youth (12-18) this might include though is not limited to summer mission trips, and seasonal opportunities.

- c. The DCYM is expected to coordinate and lead mission trip experiences for the children/youth. The DCYM will recruit and train support personnel, oversee the week-long activities and provide training and communication prior to the trip as well as follow up with youth and families attending after the week is completed.

Fellowship

1. Develop age appropriate opportunities for the children and youth to deepen their Christian friendships with each other and to become welcoming to the children and youth in the community. (with the assistance of volunteer parents)

Community Outreach

1. The DCYM must develop and maintain intentional connection outside FPCJ. The DCYM must work to develop connections with the local elementary, middle, and high schools.

Long Range Planning Goals/Vision Implementation

1. In coordination with the Pastor and youth and children's volunteers, develop and coordinate discipleship planning for children and youth from birth through graduation.
 - a. Responsible for coordination of rites of passage (such as 3 year-old Devo kits, 3rd Grade Bibles, etc.)
 - b. Development and implementation of key learnings and age appropriate activities.
2. Develop parent resources/classes to help equip them and to further facilitate the faith development of children and youth.

Special Duties

1. Develop, train, and mentor a team to lead weekly Children's Church during 10:30 AM worship.

Seasonal Duties

1. Vacation Bible School
 - a. Select and train volunteer Director of Vacation Bible School
 - b. Supervise and mentor the Director of Vacation Bible School
 - c. Co-coordinate Vacation Bible School with the Director of Vacation Bible School.
 - d. DCYM is expected to be present and help lead Vacation Bible School activities.
2. Confirmation Class
 - a. At the discretion of the Pastor, plan, coordinate, and lead Confirmation program.
3. Special events
 - a. Plan special educational event for children and youth particularly during Advent/Christmas and Lent/Easter.
 - b. Accept other ministry duties when requested by the Pastor

Administrative Duties

1. Participate in and perform committee and staff responsibilities
 - a. Attend regular staff meetings

- b. At the discretion of the Pastor, the DCYM may be required to attend the All Ministry Team Leaders, Session meeting, and the Communications meeting. These meetings are to be included within the 40-hour week and not in addition.
2. Develop and adhere to Children and Youth Ministry budgets and, itemized for each program and event, tracks expenses to ensure accountability.
3. Assist the Church's Discipleship Committee in setting specific education goals as relate to children and youth.
4. Provide *Proud to Protect* to all individuals working with children
 - a. Ensure that all individuals working with children have up-to-date criminal background checks.
 - b. Ensure that the "Two Adult" law and church policy regarding all children and youth activities is adhered to

Supervision of Nursery Staff and Volunteer-Support Persons

1. Supervise all nursery workers
2. Supervise all volunteers working with children and youth.

Qualifications/Knowledge/Skills

1. The successful DCYM candidate must have recent and relevant experience with children and youth ministry. A degree is strongly preferred with consideration given to the amount and type of experience. Incumbent should understand various age level development, abilities, and requirements and be able to recommend and evaluate curriculum for its age appropriateness.
2. The DCYM must be able to work well with others, particularly volunteer staff. This person should also be able to communicate well orally and in writing.
3. The DCYM must be knowledgeable of the ECO Presbyterian Church mission, beliefs, and teachings; be supportive of these beliefs and be supportive of the mission and vision of First Presbyterian Church of Jacksonville. The DCYM must be skilled at mentoring others. The DCYM must be able to keep confidences and maintain information.

Specialized/Technical Skills

1. The DCYM must have experience with the personal computers, word processors, software and database used by FPCJ.

Expectations

1. It is expected that the DCYM participate in continuing education events. It is recommended that the DCYM receive at least 1 CEU credit per year in order to maintain and/or update job knowledge and skills.

To apply for this position, please send your resume, letter of interest including salary expectations, statement of personal faith to: Attn: Rev. Dr. Scott Luckey at scottluckey@fpcjax.org.

Salary commiserate with education and experience.

<http://fpcjax.org/>