

**CENTRAL PRESBYTERIAN CHURCH
LAFAYETTE, INDIANA
POSITION DESCRIPTION**

Title: Director of Family & Youth Ministries

Position Overview:

Primary Responsibilities: The **Director of Family & Youth Ministries** will develop Christian education programming and fellowship opportunities for families and youth of the church. The individual will promote and facilitate Central's Vision/Strategic Plan by developing programming that brings individuals closer to God and closer to each other. The director will provide leadership for offerings which relate to families and youth and connects current culture with Presbyterian Christian faith. The Director will communicate with and cooperatively coordinate the actions of parents, youth advisors, and other church leaders; successfully manage administrative issues (budget, paperwork, updates to bulletins, etc.); and effectively communicate faith principles through all programming. These activities will account for approximately three quarters of the Director of F&YM's time.

Secondary Responsibilities: Depending on the skill set and personal interests of the individual, approximately one quarter of the Director's time will be devoted to one of the following areas: coordination of Congregational Fellowship activities; guiding and managing the Every Member in Ministry Program; Information Technology – including the church's web site and social media presence; Early Adult Ministry (congregationally focused for those ages 18-23 with implications for ministry with Purdue students).

Regular attendance is a requirement of this position.

Accountability: To Associate Pastor as direct supervisor; to the Pastor as Head of Staff; and to the Session as congregational leaders.

Hired by: Personnel Committee, in coordination with the Teaching Ministry Cluster and Session.

Qualifications: BS/BA in education, ministry or related field with two or more years experience leading youth ministry/Christian education.

Personal Attributes:

- Passion for Christ with a commitment to personal spiritual discipline.
- Passion for spiritual development of children and youth.
- Personal theology compatible with Presbyterian theology.
- Enthusiasm for relating to youth and establishing relationships.
- Interest/familiarity with current youth culture.
- Desire to connect spiritual growth and fun.
- Team player. Self-starter.

- Creativity and flexibility in development and oversight of programs which bring individuals closer to God and to each other.
- Commitment to actively participate in larger church body.
- Ability to relate to people of all ages.
- Desirable (not required): Musical ability, familiarity with social networking media.

RESPONSIBILITIES:

1) Youth Ministry Responsibilities:

- Develop and resource a team of parent small group mentors, youth advisors and Sunday School teachers for middle and senior high groups.
- Oversee youth advisors in planning (including selection of curriculum)
 - Middle/Senior High Sunday School
 - Youth Leadership Team/Middle/Senior High Sunday night youth activities
 - Middle/Senior High mission projects
- Take an active role in weekly youth activities (teaching, leading games, etc.)
- Mentor the youth in their life in the congregation

2) Family Ministry Responsibilities:

- Work in cooperation with parents to identify initiatives in family ministry.
- Work in cooperation with the Children's Ministry Coordinator to develop family-oriented events and programs.
- Resource and work with Safe Child Oversight team
 - Ensure Safe Child provision for children and youth are followed.
- Resource for Celebration Station Sunday School ministry team.

3) General Responsibilities:

- Work with staff/ministry leaders to integrate families, youth and members in the life of the church.
- Attend weekly worship and encourage families and youth attendance.
- Promote family, youth and fellowship activities in a variety of ways, including the weekly church bulletin, monthly newsletter, website, Facebook, etc.
- Connect families and youth into the activities of the local community.
- Ensure that appropriate forms and paperwork are filed.
- Interface as necessary with other church program leaders.
- Based on the congregation's Vision/Strategic Plan, Provide ongoing vision for future youth and family ministries.

4) Other Responsibilities

- Based on skill set and interests, and as assigned by the pastors.

Relationships: To Pastor as Head of Staff, Associate Pastor and Session as supervisor, to Personnel Committee as employee, to Teaching Ministry as resource, to professional staff as co-workers.

Type of position: This is a full time, fully exempt position as governed by the Personnel manual of Central Presbyterian Church.

Evaluation: Will be conducted annually by the Pastor/Head of Staff and reviewed by the Personnel Committee.

Time Off: 4 weeks per year

Compensation: This is a full time, fully exempt position and salaries are set by the Personnel Committee. Current annual pay is \$38,000 - \$42,000

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