

Director of Children, Youth and Family Ministry

First Presbyterian Church of South Bend seeks an enthusiastic and motivated individual to help the congregation establish a cross-generational caring community which supports children, youth and families in their faith formation and service. Responsibilities include leading development of new and integrated programs, personal leadership of youth education and fellowship programs, recruitment of volunteers and related work. This is a fulltime position with benefits. Bachelor's degree and experience in church work or youth and family related volunteer organizations required. Complete position description available online at <http://www.fpcsouthbend.org>. Resumes accepted until the position is filled. Please send resume to First Presbyterian Church of South Bend, 333 W. Colfax Ave., South Bend, IN 46601 or email to btyler@fpcsouthbend.org.

Position Description: Director of Children, Youth and Family Ministry
First Presbyterian Church, South Bend, Indiana
Approved by Session June 30, 2010

Purpose: The Director of Children, Youth and Family Ministry (CYFM) serves as principal assistant to and extension of the Pastor/Head of Staff for the planning, development and coordination of programs which strengthen the Christian commitment of individual members and families, and promote the corporate unity of the congregation.

Overview: The health and growth of First Presbyterian Church is directly related to our ability to reach, attract and retain new members – especially younger families. Part of this comes about as a result of innovative and inspired outreach; part results from the commitment and pride we radiate as members of FPC; and part results from our ability to develop programs which inspire faith, learning and community. The focus of this position is to help the congregation, including families, establish a cross-generational caring community which supports children, youth and families in their faith formation and helps them hear and live the gospel in the home and in the congregation. This is a fulltime position (40-50 hours per week) with regular and flexible office hours. The following benefits apply:

- Retirement plan (403b) as described in Staff Manual
- Health/medical insurance
- Life insurance
- Worker's Compensation insurance
- Educational Expense (amount to be determined by Session)
- Professional Expense (amount to be determined by Session)
- Annual vacation: 2 weeks, to be coordinated with other staff

Accountability:

- To the Pastor as supervisor of the staff, through regular one-on-one meetings and participation in staff meetings.
- To Youth and Christian Education Ministry Teams.
- To the Personnel Committee of the Session, through regular reports submitted to Session for its monthly meetings.

Qualifications: This position requires a person who:

- Is rooted in Reform theology, shows commitment to Christ, and has experienced a personal calling to minister to children, youth and families.
- Demonstrates practical knowledge and skill in leadership.
- Will serve as a role model reflecting living faith for children, youth and adults.
- Has the ability to assist adult leaders, children and youth in their faith life, individually and in small groups.
- Attracts and supports youth and adults in leadership roles.
- Understands youth and the changes in youth culture, and uses that knowledge to communicate a clear vision.
- Effectively maintains positive relationships with youth, children, parents, volunteers and staff.

Expectations:

- Bachelor's degree
- Educational training
- Love and understanding of children and youth

- Experience working with children, youth and families (volunteer or professional) in a church setting
- Strong organizational and communication skills
- Proficient technology/media skills
- Familiarity with music for children and youth

Responsibilities:

- In collaboration with various committees, staff and Session, establish annual goals and long-range plans for all levels of the Christian education and fellowship programs – nursery, children, youth, college-age, singles, young married, families, middle-age, retired.
- Lead the development of new, fully integrated programs for children, youth, adults and families.
- Rejuvenation of programs for children and youth. In collaboration with a Youth Committee made up of parents and youth, guide and energize the youth of the congregation through development, selection, maintenance and personal leadership of youth education and fellowship programs.
- Preview, select, order and supervise the use of denominational and other curriculum materials in collaboration with the Children, Youth and Adult Committees.
- Recruit, train and motivate volunteers to lead education and fellowship activities for children and youth at all levels.
- Teach junior/senior high Sunday School classes on an occasional basis, as needed
- Develop, coordinate and take leadership responsibility for fellowship and service activities that encourage relationships with and among the youth of the church.
- On occasion, prepare and deliver Children’s Message related to the theme of the Worship Service.
- Develop curriculum, recruit participants and volunteers, and lead annual VBS.
- Coordinate volunteers and supervise nursery staff to ensure safe and loving care
- Teach adult education classes concerning Christian responsibility
- Lead/organize family ministry events
- Participate actively in various aspects of the congregation’s fellowship life.
- Assist with special events leadership and planning
- Serve as staff liaison for Redbud Trail Retreat in regards to educational opportunities (e.g., summer)
- Promote Presbytery educational opportunities
- Publicize Christian education programs (e.g., writing regular articles in Tower Bell, flyers, bulletin boards, newspaper articles)
- Work with Director of Music in development/coordination of a children’s music program
- Help establish and support new and existing small groups
- Provide spiritual formation resources, such as Lenten or Advent guides
- Work with Pastor to coordinate spiritual formation events (e.g., adult and family retreats).

Evaluation

Annual review will be accomplished with the Personnel Committee of the Session and the Pastor/Head of Staff. Evaluation will be based on the performance of tasks appropriate to the above position description. Changes in responsibilities and functional activities may be negotiated with the Session through the Personnel Committee and Pastor/Head of Staff.

Termination

Employment may be terminated by either the Director of Children, Youth and Family Ministry or the Church by delivering written notice to the other party at least thirty days prior to the effective date of termination.