

## WESTMINSTER PRESBYTERIAN CHURCH JOB DESCRIPTION

**Job Title:** Youth Ministry/Children's Ministries Director

**Staff Designation:** Program Staff

**Prepared by:** Pastor of Family Ministries/Human Resource Commission

**Reports to:** Pastor of Family Ministries

**FLSA Status:** Full Time (40 hours/week)

**Date:** June 23, 2022

**Job Summary:** The Youth Ministry/Children's Ministries Director is responsible, in liaison with the Pastor of Family Ministries, for creating and implementing Youth (Sr. High and Middle School) ministry programs AND the Upward Sports Program (Elementary and Middle School) at Westminster Presbyterian Church. The Youth Ministry/Children's Ministries Director, with the PFM, ensures that the above programming is successfully planned and implemented. Additionally, this position provides planning and support to areas of Children's Ministries as described below.

This position ministers to children, youth and their families through planning programming, coordinating volunteers and serving as a conduit to parents/families, with a result of leading our children and youth to have a personal relationship with Christ and live out their faith through lives of service.

The usual weekly allotment of time to these two areas is 25 hours/week youth ministries and Upward sports and 15 hours/week children's ministries.

### **Duties and Responsibilities:**

- With the PFM, plan, lead and staff Sunday morning ministries (Preschool, Elementary, Middle School and Sr. High Sunday School).
- Plan, lead and staff mid-week programs (Club 67 and IMPACT) for middle school and senior high youth.
- Meet weekly (or more frequently as needed) with the PFM to plan, implement and coordinate Youth and Children's Ministries.
- Be a role model for children and youth by demonstrating a Christ-like attitude in all circumstances to the best of one's ability. Establish relationships with youth

and families to provide spiritual guidance and enhance their relationship with Christ and each other.

- Special events throughout the year, to be determined by the C&Y Commission, Youth Ministry Director and the PFM.
- Work with the PFM to plan winter and confirmation retreats.
- With the PFM, plan and implement one major out-of-town mission trip each year.
- With the PFM, plan and implement one or more “in town” mission projects each year. Coordinate with the current Westminster Deacons’ service goals when possible.
- Lead the Upward Sports programs. This includes the winter basketball/cheer league (8 weeks), summer basketball camp (5 days) and possible future fall football league (6-8 weeks). Work with the PFM to recruit volunteer staff, publicize the program, set up schedules and develop a ministry team to assist with the above. Meet the Upward Sports goals as described on their website (upward.org).
- Regular attendance at Sunday worship service.
- Work with the PFM to develop the following Ministry Teams: Youth Programs, Upward Sports and Youth (staffed by Youth). These MT will meet on a regular basis to assist with brainstorming, goal-setting, communication and volunteer recruitment.
- Working with the PFM, plan and coordinate Vacation Bible School (VBS) including volunteer recruitment, planning curriculum, publicity, training and on site supervision.
- Be involved in the planning and implementation of special activities including, but not limited to, the Children’s Easter Party, the Children & Youth Christmas Service, Palm Parade and 3<sup>rd</sup> Grade Bible Presentation.
- Plan and implement activities for Westminster’s Kids Club. Work with the PFM to recruit volunteers, plan weekly activities and plan curriculum. Oversee the week’s activities if needed.
- Other duties as assigned by the PFM and/or Lead Pastor in concurrence with the Human Resources Commission.

**Preferred Qualifications:**

- Two year (or above) college degree or comparable experience. Youth ministry experience preferred.
- A commitment to Christ that includes an enthusiasm for youth and a commitment to their spiritual growth.
- An individual who works well both on a team and independently.
- Good oral and communication skills.
- MUST BE ABLE TO WORK EVENINGS AND WEEKENDS

**Language Skills:**

- Ability to read, write, and comprehend instructions, correspondences, and memos.
- Ability of communicate effectively with all levels of people.

**Reasoning Ability:**

- Ability to establish priorities, work independently and proceed with objectives without direct supervision.
- Ability to handle and resolve recurring problems. Ability to work under pressure to meet deadlines.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit. The employee is frequently required to talk and hear; use hand to finger; handle or touch objects, tools, or controls. Occasionally the employee is required to stand, walk, bend over, crouch, kneel, reach above shoulders. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include far and close vision, peripheral vision, depth perception and the ability to adjust focus. We require that the employee be physically present at the work site to effectively perform the job.