

Director of Children, Youth and Family Ministries

Reports to:

The Senior Pastor

Qualifications:

- Education: bachelor's degree and/or equivalent experience in youth ministry, Christian education, or similar experience
- Exhibit high integrity, sound judgement, ability to manage challenging situations, with quick decision making, grace under pressure, and a good sense of humor
- Outstanding leadership and relationship skills for educating, inspiring, and empowering young people, parents, and volunteers
- Problem solving, conflict resolution, computer skills, strong verbal, and written skills
- Knowledge of the Bible
- Demonstrated commitment in working with young people, parents, and volunteers in a high energy and dynamic environment
- Must possess strong organizational, leadership and group management skills
- Strong people skills and exceptional ability to communicate and build relationships with youth, as well as lay leaders, parents, and other stakeholders
- Excellent project management, program planning, implementation, and administrative skills
- Understanding of and ability to work within a defined budget
- Ability to work independently and collaboratively as a "team player" with other staff and volunteers
- Ability to utilize computer expertise, various software programs, websites, social media, email and text blasts and other modes of communication to promote programs and activities
- Required to complete Safe Church Training and other training materials
- Must pass a background check
- Must have a safe driving record, dependable personal transportation, and insurance
- References required

Primary Duties and Responsibilities

Administration

- Able to attend Sunday Worship Service
- Schedule regular office hours
- Schedule must be flexible to accommodate the varying demands of this position and activities

- Participate in occasional evening events, activities and meetings including Church Council and Christian Education Committee
- Prepare and steward the Christian Ed budget and keep record of expenditures
- Provide a monthly report to the Church Council
- Contribute a monthly article for the newsletter and status reports as requested
- Provide a year-end summary for the church's Annual Report

Christian Education

- This individual will have responsibility for Christian formation for children from preschool through college age and lead an energetic and creative program for youth of all ages
- This person will be an integral part of all ministries and programs, engaging all members within our church in all age groups from young to senior adults
- Develop, coordinate, and lead a balanced youth program that engages youth, creating opportunities for spiritual growth, connection, fun, fellowship, mission, and service
- Organize classrooms, materials, and activities to maximize learning, creativity, spiritual growth, cleanliness, and safety
- Create/coordinate and implement faith formation programs for children, including Nursery, Sunday School, children's sermon, holiday programs, VBS, youth retreats, mission trips and family activities. Recruit and supervise volunteers to support/lead these programs.
- Willing to teach or help teach Confirmation Class if needed
- Coordinate special programs and offerings which may include Teacher Commissioning, Bible Gifts, Christmas Program, Blessing of the Backpacks, Palm Sunday Processional, Teacher Recognition, Easter Egg Hunt, Souper Bowl of Caring, Rally Day, Graduate Recognition
- Use technology to communicate in a timely and effective manner and using all available communication resources (email, social media, website, church Facebook page, bulletins, church newsletter and speaking at church services) to communicate details of programs, activities and events to connect with and engage all members in coordination with the Communications Director

Congregational Nurture

- Serve as a spiritual leader, role model and mentor, supporting the spiritual formation and overall well-being of youth
- Build relationships with parents and other adult members to recruit and develop a committed network of volunteers
- Engage parents in the spiritual formation of children and youth
- Collaborate and coordinate activities with the pastor, staff, children, youth, parents,

- volunteers and other church ministries and groups
- Create caring and compassionate relationships and a welcoming community for children, youth, and families within our church

Interested applicants may email their resume to info@sjnc.net. Please, no phone calls.