

INTERIM DIRECTOR OF CHILDREN'S AND YOUTH MINISTRIES

(Approved by Session: July 20, 2017)

Purpose: To provide interim leadership and support for children's, middle school, and high school ministry at Fox Valley Presbyterian Church.

Accountability: Supervised by the Pastor, as Head of Staff, and accountable to the Session through its Personnel Committee.

Relationships: Relates to the Children's, Middle School, and High School ministry committees, their leaders and those involved in those ministries for leadership, support and resourcing; the congregation as a ministry director; and the staff.

Responsibilities:

- A. Provide strong and effective leadership, support and resourcing to the Children's Ministry Committee:
 - 1. Assist with the recruitment, training and coordination of the adult leaders (teachers, shepherds, coordinators, committee members, etc.) to operate a dynamic children's ministry.
 - 2. Assist with the selection of curriculum and educational tools.
 - 3. Teach or assist when appropriate and able.
 - 4. Oversee and support the planning of Vacation Bible School and other summer activities and camps.
 - 5. Coordinate the participation of children in stewardship and special offerings such as One Great Hour of Sharing and Operation Christmas Child.
 - 6. Supervise and oversee the work of the Nursery Director.
 - 7. Oversee the planning of special children's activities such as Summer Sunday School and during Advent and Lent.
 - 8. Assist with the recognition and appreciation to volunteers and leaders.
 - 9. Oversee the providing of materials for children during worship time.
 - 10. Provide support to any other committee or group that have activities involving the church's children.
- B. Provide strong and effective leadership, support and resourcing to the Middle School Ministry Committee:
 - 1. Develop one on one relationships with the youth by being a friend and positive role model.
 - 2. Develop, schedule and lead a dynamic ministry for middle school youth that ordinarily meets weekly during the academic year and oversee the recruitment, training and coordination of adult leaders.
 - 3. Develop, schedule and teach as schedule allows the Bible Basics Class for 6th and 7th graders that ordinarily meets weekly during the Christian Education Hour and oversee the recruitment and training of additional teachers.
 - 4. Teach appropriate sessions of the weekly Confirmation Class.
 - 5. Communicate all ministry plans with parents and the congregation through regular communications (bulletin, newsletter, web site, e-mail, text, mailings, etc.) and/or parent meetings.

6. Plan, coordinate, and/or provide the communication of middle school camps, conferences, and retreats as well as for their participation in service projects, such as the Stronghold Olde English Fair and presbytery youth retreats. Typical annual overnight commitments include: January middle school retreat (2 weekend nights), April confirmation retreat (1-2 weekend nights).
7. Provide support to any other committee or group that has activities involving the church's middle school youth.
8. When possible, attend youth concerts, plays, sporting events, etc. and meet for conversation on topics of faith and life.

C. Provide strong and effective leadership, support and resourcing to the High School Ministry Committee:

1. Develop one on one relationships with the youth by being a friend and positive role model
2. Develop, schedule and lead a dynamic ministry for high school youth that ordinarily meets weekly during the academic year, oversee the recruitment, training and coordination of adult leaders as well as the planning and coordination of all fundraising for this ministry.
3. Plan, coordinate, and/or provide the communication for the annual Go N Serve mission trip, the annual trip to the Montreat Youth Conference, and to the Presbyterian Youth Triennium as well as to high school camps, conferences, and retreats as well as for their participation in service projects. Typical annual overnight commitments include: June mission trip (1 week), July Montreat or Triennium trip (1 week), November high school retreat (2 nights).
4. Communicate all ministry plans with parents and the congregation through regular communications (bulletin, newsletter, web site, e-mail, text, mailings, etc.) and/or parent meetings.
5. Oversee the planning and execution of the annual Youth Sunday worship service.
6. Provide support and encouragement for youth involvement and leadership in the life of the church.
7. When possible, attend youth concerts, plays, sporting events, etc. and meet for conversation on topics of faith and life.

D. Administration and other collaborations:

1. Comply with Fox Valley Presbyterian Church's policy on misconduct as well as any employee responsibilities developed by the Personnel Committee.
2. Assist the session in evaluating the staffing needs for the children's and youth ministries of Fox Valley Presbyterian Church.
3. At the request of the Pastor, attend Session meetings.
4. Assist in worship with children's sermons.
5. Provide administrative support:
 - a. Participate in staff meetings; and
 - b. Assist in the facilitation of church communication with regular articles and announcements in the bulletin, E-news, and newsletter and maintain the children's and youth web pages on the church website.
6. Maintain personal, professional, and spiritual balance:
 - a. Engage in regular spiritual practice, not related to the function of the ministry;
 - b. Practice the necessary self-care to exemplify a healthy, balanced life; and

- c. Plan times of study, preparation and continuing education to maintain spiritual and professional growth.
- 7. Perform other duties as directed by the Pastor and as time allows.

Qualifications: Strong and sincere Christian faith; comfort working within a church of the Reformed tradition and theology; passion for children and youth spiritual formation and ministry; experience and ability to see and take initiative in the areas of ministry covered by this position; able to communicate well, equip others for ministry, collaborate with leaders and staff, and relate to all types of people; creative, flexible, energetic, and approachable with a good sense of humor; and able to take care of oneself spiritually, physically, mentally, and emotionally, taking not less than one day off per week for Sabbath rest as well as all study leave and vacation time.

Type: Interim; fulltime; salaried/exempt position

Term: One year, renewable

Compensation and Benefits: Salary commensurate with experience and qualifications; benefits determined by the session in compliance with personnel policies.

Review: A performance review will be conducted annually by the Session's Personnel Committee and Pastor, with input given by the committees to which this position relates. The Personnel Committee, in consultation with the Pastor, will annually review, ordinarily in the fall, the adequacy of compensation and benefits and recommend revisions to the Session.

Notice: The employment relationship may be concluded by either party upon four weeks' notice, except that the Session may terminate for cause without such notice.