

Position Description
DIRECTOR OF CHILDREN & YOUTH MINISTRY
Falls Church Presbyterian Church

Purpose:

The Director of Children & Youth Ministry (DCYM) will be directly responsible for 1) administering the children and youth ministries, including recruiting and supervising volunteer ministry leaders to carry out the mission of the church; 2) building relationships with children and youth and facilitating similar relationships with other adult mentors; and 3) nurturing Christian faith and discipleship in children and youth of the congregation by fostering Christian community, teaching from the Bible, and creating opportunities for them to practice the Christian life together.

Position Classification:

The position Director of Children & Youth Ministry (DCYM) is classified as a 40 hours per week, exempt position eligible for vacation and sick leave, holidays, health insurance benefits, and a 403(b) retirement savings plan. This is a relationship-based position requiring familiarity and trust with families, the congregation, and the community. Regular attendance and participation in Sunday worship is expected. The salary range is \$58,249 - \$68,640 depending on experience.

Reporting and Direction:

The DCYM works directly with, and takes policy and program direction from, the Spiritual Growth team—which acts on behalf of the Session—and works collegially with the entire staff and congregation to support an integrated and holistic children and youth ministry at FCPC. The DCYM reports to the Head of Staff through the Associate Pastor, who is their direct supervisor. Personnel matters are handled by the Head Pastor and Personnel Team.

QUALIFICATIONS:

Children and youth ministry work experience required. Solid understanding of the Bible and its importance in faith formation, theology, and spiritual formation required. Initiative; leadership; ability to connect well with children and youth and volunteers; problem solving; patience; teaching; strong verbal and written communication; planning and organizational skills; sense of humor. Ability to prioritize and balance multiple tasks and manage potentially tense situations. Commitment to grow as a disciple of Christ.

RESPONSIBILITIES:

Administration and Coordination: The first priority of the DCYM is to serve as the primary administrative staff person for all children and youth ministries. This involves identifying, recruiting, coordinating, and supervising all adult volunteers to ensure that the efforts of all leaders participating

in the ministry are working toward common values and vision for the ministry. Activities under this category include but are not limited to:

- Creates and publishes Children and Youth Ministry calendars by the beginning of the program year, and communicates throughout the year through weekly e-grams and articles.
- Directly manage FCPC's social media presence on Facebook, Instagram, Twitter, and other platforms for children and youth events; create and implement a process for requesting digital content.
- Develop logos, graphics, and images for use on social media, church website, weekly e-grams, and other platforms for children and youth events.
- Work closely with ministry teams to deepen and expand their outreach to the community and to leverage technology to reach various audiences for children and youth events.
- Ensures that all adult volunteers receive training prior to the start of the program year. All major event coordinators and other behind-the-scenes volunteers for calendared events are being recruited and equipped with the information and tools needed to carry out responsibilities.
- Is certified in Godly Play (or, if not certified, training will be provided by FCPC), and ensures volunteers are trained and certified through Godly Play workshops prior to working as doorkeepers and storytellers.
- Ensures FCPC's Child Protection Policy is adhered to throughout the ministry.
- In coordination with the FCPC office, maintains a current contact list for children and youth that is maintained for youth through their collegiate and young adult years.
- Integrates the Children and Youth Ministry into the life of the church through participation at scheduled staff meetings, appropriate team meetings, and church fellowship activities.
- Tracks expenses for the current year, and proposes a budget for the coming year to the leadership of the church as requested.

Building Relationships: The DCYM ensures that relationships are being built between the adult leaders of FCPC and the children and youth of the church. Activities under this category include but are not limited to:

- Knows the children and youth in the congregation as well as their families.
- Provides timely follow-up with all first-time guests to ministry events, either directly or via a volunteer, so that all children and youth and their families who want to become a part of FCPC ministries do so in a way that feels welcoming and natural to them.
- Serves as a "sounding board" for children and youth and their families and has an accessible referral list of professional counselors to access when necessary.
- Participates and encourages volunteer leaders to participate in community and/or school events involving children and youth connected with FCPC.

Nurturing Christian Faith and Discipleship: The DCYM works with church leadership to design, execute, evaluate, and improve programs and special events to support FCPC's ministry to children and youth. Activities under this category include but are not limited to:

- Aligns the ministry's activities with the church's overall mission and vision, such as cultivating an atmosphere of belonging and fellowship inclusive of those with special emotional, social, and developmental needs; encouraging emerging and deepening spirituality; and identifying opportunities to serve each other and the community.
- Fosters growing participation, enthusiasm, and excellence of ministry programs and activities,

such as Sunday classes or youth group, confirmation, Kid's Corner, Godly Play, small groups and summer trips to faith development centers like Massanetta or Montreat.

- Organizes and leads Vacation Bible Camp.
- Directly or through volunteers, ensures that all details and logistics of programs and special events are covered.
- In conjunction with the Spiritual Growth team, identifies and selects curricula for the ministry programs; ensures curricular resources are in place at least one month before the program year begins.
- Is present on Sunday mornings in worship and around any classrooms if needed.
- Organizes regular mission opportunities for children and youth.
- Seeks out new ideas to develop the children and youth ministry by attending appropriate training workshops, seminars, and/or meetings, and networking with other directors in the presbytery and broader community around FCPC.

EDUCATION AND EXPERIENCE:

Bachelor's degree required. At least three years experience is strongly preferred.

EVALUATION:

Using the DCYM's job description and vision for the ministry, the direct supervisor will evaluate professional effectiveness, accomplishment of work objectives, and compensation at least annually. Annual evaluations will be reviewed by the Personnel Team.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The DCYM will endure a few nights each year with minimal sleep, particularly on retreats and summer trips with students.

In addition to programs that take place on the grounds of the church and in the homes of members, some of the work of the DCYM will require work that takes place away from the office.