

Director of Children's and Youth Ministry
First Presbyterian Church of Arlington
601 N. Vermont St.
Arlington, VA 22203

Summary

The **Director of Children's and Youth Ministry** is the staff person primarily responsible for the Christian education and worship experience of children and youth from birth through 12th grade. The Director will report to the Pastor as a supervisor and to the Children's and Youth Ministry Team (CYMT) for programs. The position is a full-time (exempt) salaried position. Candidates do not need to be ordained to apply.

Job Objective

Maintain and grow a loving, dynamic, and engaging ministry to children and families at First Presbyterian Church. Make church an engaging, safe, and energetic hub of activity where families worship, nurture the Christian faith, serve, pray and are led to committed discipleship. Work in partnership with the Children and Youth Ministry Team of the church. Will have the opportunity to gain experience preaching occasional Sundays.

Responsibilities

Christian Education

- Create a welcoming, affirming, and safe space for all children and youth to explore their faith
- Plan and direct the weekly Sunday school ministry for children (age 3-12th grade)
- Teach weekly high school Sunday School classes
- Select and recommend to CYMT curricula and other educational materials for use by children and youth in their learning activities
- With Pastor and CYMT, develop a plan for Confirmation classes. Teach classes along with Session members and Pastor.
- Lead or arrange training for volunteers, including training in teaching strategies, church policies and behavior policies
- Develop a roster of children and youth regularly attending church
 - Track attendance
 - Check-in regularly with families, children and youth
 - Follow-up with new families as they attend and with existing families who stop attending
- Ensure the space and supplies are ready for classroom instruction
 - Update bulletin boards; monitor and replenish school supplies
 - Ensure that volunteers, parents, and children understand relevant church policies
 - Including our child protection, social media and sexual harassment policies; facilitate compliance with policies (e.g. background checks)
 - Revisit policies every two years with CYMT
- Develop a calendar for the year, coordinate recruitment to fill teaching positions including direct outreach to potential teachers
- Work with session members to find leadership opportunities for youth including serving on committees and spearheading mission opportunities.

- Serve as a resource to parents to nurture spiritual growth

Worship

- Oversee and lead Children's Sermon during Sunday worship service
- Work with pastors, teachers, parents and Worship Ministry Team on leadership opportunities for children and youth during worship service
- Oversee Bridges to Worship for school age children during worship service
- Oversee and lead the Youth Sunday services (held twice per year)
- Coordinate with the music director on children's choir performances and logistics, including assessing interest.

Special Programming

- Encourage and facilitate fellowship activities at all age levels
- Develop and lead fellowship activities or events attractive to youth
- Plan and implement annual Children and Youth Christmas Eve worship service
- Plan and implement biannual youth-led services
- Oversee planning and operation of abbreviated summer Christian learning and fellowship opportunity for children
- Lead or recruit others to lead or chaperone Children and Youth special events
- Organize and attend up to four summer fellowship/mission trips for middle school and youth; recruit chaperones
- Assist the mission coordinator in leading the Youth Mission Committee

Nursery

- Oversee operations of nursery including parent and nursery staff concerns/needs

Communication/Outreach

- Maintain communication with parents and families including:
 - in-person communication; weekly emails to families; inserts in the church bulletin; articles for the church newsletter
- Foster relational ministry with youth. Following the social media policies, maintain communication with youth through texts, email, social media, attending school or other events, etc.
- Reach out to families who are struggling or in the midst of transitions or life changes to ensure that church is able to help or accommodate where possible
- Explore potential collaboration with other Presbyterian congregations in the community for youth activities
- Develop a parent survey and annually survey parents, or a representative group of parents, to get feedback regarding DCYM programs
- Lead monthly CYMT meetings
- Coordinate with internal groups such as Session, Fellowship, and Worship teams, and others as necessary (attend meetings with staff, CYMT, or others as needed for CYMT joint projects)
- Assist Elders for Children and Youth in developing the annual budget

COVID

- Develop and enforce COVID protocols as needed, with input from CYMT and Session's Health Team

Qualifications

- College degree or commensurate experience required
- Experience leading Christian Education programs (Preferred)
- Strong sense of God's love and a calling for working with children, youth and parents
- Demonstrated project management and organizational skills with a specific ability

- to prioritize and work independently
- Ability to effectively communicate with a wide constituency
- Ability to work as a team player and advocate for CYMT priorities
- Understanding of and commitment to the reformed faith tradition

Accountability

- The Director of Children's and Youth Ministry reports to the Pastor/Head of Staff, is accountable to the Session and will work with direction from the Children and Youth Ministry Team.
- The DCYM will have an annual performance evaluation conducted by the Personnel Team and head of staff
- The DCYM is also subject to all of the provisions of the First Presbyterian Church Personnel Policies

Compensation

Salary: \$53,000

Healthcare contribution: \$4,500

Books/continuing education/discretion: \$1,500-full year

Access to the 403b plan offered by the Board of Pensions

Leave

Continuing education: One week per year, not to include more than one (1) Sunday

Vacation leave: 10 days for the first year and one day added for each additional year up to 20 days (coordinated with Head of Staff and CYMT); not to include more than three (3) Sundays.

Mandatory Work Days: Palm Sunday, Easter, Christmas Eve

Sick/family leave: 10 days of sick leave per calendar year, cumulative up to 120 days.