

Children & Youth Minister

Job Title: Children & Youth Minister

Status: Full Time (exempt with benefits)

Position held by: *New position*

Reports to: Sr. Pastor

Effective Date: July 1st 2023

Job Summary

The Children and Youth Minister will develop and provide spiritual, relational, organizational, and administrative leadership, oversee, develop, and work with the Children and Youth Ministries teams. This ministry will include weekly Children's Church, Friday night Youth Group, and other special programming such as Vacation Bible School, Christmas programs, and other special events that may occur. The Children and Youth Minister shall seek to foster strong disciple making program(s) through building relationships with teachers, youth volunteer staff, students, parents and church leaders that strengthen the students' commitment to Jesus Christ and growth in their faith. To introduce spiritual disciplines, instruct, and nurture children and youth in their Christian faith and in life, through Bible study, prayer, fellowship, worship, service and evangelism.

Supervisory Responsibilities:

- Oversee and maintain a budget for all children and youth programs
- Maintain open lines of communication with parents and members of the church
- Coordinate children and youth programming with other ministries, such as sports ministry.
- Advocate, advance the vision for children' and youth ministry to the congregation.

Duties/Responsibilities:

- Cultivate a healthy children ministry:
 - Oversee children's programming on Sunday mornings including coordinating curriculum, preparing teachers, setting up classrooms.
 - Administer children's ministry: budget, tracking attendance, communicating with parents & staff, ordering curriculum, etc.
 - Regularly encourage, equip and pray for all children's teachers and assistants.
 - Direct special programs such as: Vacation Bible School, Harvest Festival, Easter, etc.
- Cultivate a healthy youth ministry:
 - Articulates the Gospel clearly and teaches the scripture effectively
 - Develop and maintain relationships with the students and youth staff through an intentional interest in their lives and compassion for each. Pray with students.
 - Responsible for all aspects on evenings when youth activities take place (opening, closing, safety).
 - Participate on the youth committee and lead youth staff meetings.
 - Organize and direct annual retreats for youth such as Pine Valley.
 - Equip students for and provide opportunities for short-term mission trips and other opportunities to serve
- Recruit, develop and multiply children and youth leaders/staff:
 - Annually recruit and provide training opportunities for children and youth leaders/staff

Children & Youth Minister

Ministry Qualities

- A VIBRANT relationship with the Lord Jesus – a prayerful person who leads out of intimacy with God
- A heart for students, committed to relational evangelism and discipleship
- Engaged in the spiritual and community life of WPC
- A track record of participation in children's or youth ministry

Other Ministry expectations

- Spends sufficient time in the office for staff meetings and for collaborating with staff and pastors.
- Available to commit for special weeks of ministry like youth camps, retreats, or VBS, etc.
- Engage in evangelistic outreach to the children and youth in the Orange County area
- Pursue continuing education in Children's and Youth ministry, as time allows.

Required Skills/Abilities

- Ability to articulate the Gospel and passion to teach
- Excellent interpersonal skills
- Excellent organizational skills and attention to detail
- Excellent time and program management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills
- Ability to prioritize tasks and to delegate when appropriate
- Proficient computer skills

Education & Experience:

- Education in theology or ministry; bachelor's degree required, masters degree preferred.
- 3+ years of ministry experience in the local church is strongly recommended.

Physical Requirements:

- Ability to sit and stand for long periods of time
- Must be able to lift 20+ lbs.