

Kingstree Presbyterian Church

Job Description for Director of Youth and Children's Ministries

Purpose: To teach, encourage and assist our covenant children (K3-12) in their spiritual growth and knowledge of Jesus Christ through biblically based curriculum and programs.

Skills/Characteristics Required:

- Have a working knowledge of the Bible with a background in reformed theology
- Member in good standing of a reformed church
- Valid driver's license and no criminal background
- Basic organizational skills
- Strong communication skills (including working knowledge of all social media)

Duties:

- Director of Youth and Children's Ministries reports to the Senior Minister.
- Reimbursement of Ministerial Expenses shall be handled by the Diaconate.
- Maintain and teach weekly Youth meeting. (Grades 7-12) Use either currently approved curriculum or propose curriculum to be approved by the Session. Program currently is 6:00-7:00 PM on Sunday nights. Preferred meeting date is on Sundays and encouraged to work around conflicting special events/community programs when and if possible. Meeting times and places may be changed if proposed by Director and approved by Kingstree Presbyterian Church.
- Coordinate volunteers to teach/or teach if schedule permits weekly meetings of "Kid's Club" (Grades K3-6). Kid's Club is grouped into 2 groups: Kindergarten-3rd and then 4th-6th. Either use currently approved curriculum or propose curriculum to be approved by Session.
- Teach Youth (Grades &-12) Sunday School (starts at 9:45 am). Use either existing curriculum or propose curriculum to be approved by the Session.
- Serve as the Director of Vacation Bible School. This includes proposing the curriculum, proposing a budget, acquiring, organizing and supervising volunteers and letting them know their budget amounts. Generally has been Sunday-Thursdays in early June making every effort to work around conflicting community VBS programs. After VBS, produce a report for the Session including attendance numbers, strengths, weaknesses and budget overages/shortfalls.

- Conduct children's catechism program for children (1st-3rd grade) with a goal to have our covenant children recite the children's catechism by Easter Sunday of their 3rd grade year.
- Prepare and present Children's Sermon during Sunday morning worship service.
- Coordinate Children's church volunteers and curriculum for children's ages 3-4 years old. Historically, after the children come to the front for the Children's Sermon, this age group leaves the sanctuary and goes to Children's Church. We usually have volunteers rotate on a weekly basis.
- Plan and carry out Youth and youth-oriented family fellowship activities once per quarter for each age group: Kid's Club (K-6th) and Youth (7th-12th). This should be done monthly in the summer and should place some emphasis on service activities.
- Annual activity planning to be scheduled in accordance with all available school and community calendars in conjunction with the school year August- May.
- Youth bulletin board to be maintained with the month's activities.
- Set up email/text groups of children and parents to notify electronically of events
- Text/email and mail postcards to children and parents to notify of events at least one week prior to event and then by text/email/phone call the day prior to remind of scheduled events
- Publicize and notify children and youth of church camp availability (RYM, Ridgehaven) and dates well in advance of registration deadlines. Make every effort to accommodate youth and/or children wishing to attend. Make requests to the Session for children/youth who wish to attend but cannot afford to do so. (Church currently pays 50%). Attend approved church camps with children/youth or confirm other chaperone attendance.
- Work with other community youth directors as the opportunity to participate in Community Youth projects arises

- Required attendance at Session and Diaconate Meetings. Monthly reports of ministry activities and expenses (for Diaconate) must be submitted at meetings.
- Attendance at all church related activities (Sunday morning, Sunday evening, Wednesday night, Special Services, etc.) is highly encouraged.

Schedule

- Maintain a regular schedule of office hours (at least 9:00 am to 12:00 pm four days per week) excluding holidays in which the office will be closed.
- After six months service, two weeks' vacation annually (approval by Session for weeks, Senior Minister for days).
- Vacation time and days off are to be approved in Advance.
- Attend local activities involving youth of our church when possible. This would include school events, recreation department, etc.

Pay and Benefits:

- Salary shall be negotiable commensurate with experience.
- Kingstree Presbyterian Church and Director will meet at the end of the initial three month period to evaluate progress, pay and benefits.

Please contact:

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