

Job Description for Children and Youth Ministry Director

Purpose:

To develop, oversee, and work with the Christian Education Committee for Children/Youth, which includes the weekly Christian Education Hour for Children/Youth, Wednesday night teaching/activities, and other special programming such as VBS, Christmas program, and other special events that may occur. The Children/Youth Ministry Director shall seek to foster a strong education program through building relationships with teachers, students, parents and church leaders, that strengthen these students commitment to the church and growth in faith in Jesus Christ.

Responsible to:

Sr. Pastor for day to day operations, the Christian Education Committee for fulfilling responsibilities defined in the job description, defining goals, evaluation and communication of concerns related to the performance of the position.

Duties:

- Leads and is point person for overall children's/youth ministry.
- Coordinate, promote, implement, and further develop a quality Christian education for children/youth through the Christian Education Hour, Wednesday night teaching/activities and Sunday night teaching/activities.
- Vacation Bible School
- Work with the Christian Education Committee to recruit, train and supervise teachers, leaders and other volunteers to meet the education program requirements of the church and assist in the classroom as the need may be.
- Develop children and youth in the Christian spiritual and social development by instructing and training children and youth to understand and implement the Bible into their lives. Offers visible management and presence to major children's events.
- Personally, communicate educational program news frequently with the Pastor, Session, and congregation.
- Develop a children and youth ministry strategic plan that supports the mission and vision of EHPC.
- Participate in the preparation and development of the budget for the children and youth ministry with the Christian Education Committee.
- Communicate and publish all activities through announcements, bulletin, church calendar and social media as needed
- Communicates with nursery personnel/volunteers.

Qualifications:

- EHPC seeks a person who has a solid understanding of the foundations of Christian faith and who has a strong desire to nurture children and youth in the Christian faith.
- The person will be familiar with or willing to learn the PCA doctrine and discipline.
- We seek a person who generates new ideas and programs, who also values the team concept of ministry and accepts suggestions from the C.E. Committee.

- ▶ A degree or background in relevant field of study.
- ▶ Spiritually mature with a high moral and ethical conduct.
- ▶ A sense of call and a passion for working with children and youth and team members, able to lead and inspire.
- ▶ Friendly, enthusiastic, with a flexible team approach while working with children, youth, parents and staff
- ▶ Good organizational skills, teaching, administration and computer/technology skills.
- ▶ An understanding of child development and skill level.
- ▶ Ability to relate to children and youth and be able to teach them about Christ.
- ▶ Strong written and verbal communication skills.

Working conditions:

The children and youth ministry director position requires flexible hours, including evenings and weekends. The position is full-time and salary is based upon 40 hours per week.

The actual number of hours required during any given week are those needed to fulfill the responsibilities of the position. It is understood that the schedule may vary at different times of the year. It is further understood that the Director will count as his/her hours the Christian Education Hour, as well, as the Sunday evening children/youth time, Wednesday night teaching/activities and at other events as they occur. The other hours would be for planning and organizing the overall program, as well as, meeting with the C.E. Committee, volunteers and parents, as the need is.

- Director will keep the church office and the Sr. Pastor informed as to how he/she may be contacted.
- Notify the C.E. Committee prior any unforeseen absence from regularly scheduled hours, events or duties and provide a suitable substitute with the Pastor.
- Opportunities for review and goal setting will take place semi-annually with the Pastor and C.E. Committee.
- Salary will be reviewed annually.

Salary: To be determined by the Session based on experience

A thorough background check will be required

Valid driver's/CDL license.

If you are interested, send a letter of interest and a resume addressed to the Christian Education Committee at ehpc@btes.tv Attn: Pam Ownby or mailed to 431 Old Jonesboro Road, Bristol, TN. 37620; phone 423-968-7134