

## Job Description for Director of Children and Youth Ministries.

### Job Summary: Full-Time position.

The Director of Children & Youth Ministry is a full-time ministry position responsible for leading, developing, and reaching out, with a servant's heart, to children and youth ages birth through twelfth grade. The shared vision of First Congregational Church is an outward focus, and the individual will work with the senior pastor, the Core Ministry of Education, and volunteers, leading, promoting, and overseeing all aspects of the spiritual formation of children and youth. This position will seek creative, innovative, and dynamic means of spiritual discipleship and growth of the ministry through worship services, ministries, and regular outreach events.

### Youth Pastor's Skills and Qualifications

- A sense of calling to our church community.
- Commitment of faith in Jesus Christ and a relationship with God demonstrated through testimony and life witness.
- Commitment to a shared vision of an outward focus and an ideal team player.
- Experience working with kids, teens, and families while fostering an understanding of their needs and challenges.
- Deep, genuine love for children and youth and a passion for impacting their spiritual growth through sharing biblical, gospel-centered messages with young people.
- Creativity in programming, outreach, and approach to ministry with a willingness to try new things to reach kids, teens, and young adults with the gospel.
- Outgoing personality with the ability to foster relationships with parents and adult church members.
- Exceptional leadership skills and the ability to lead by example.
- Strong communication and interpersonal skills for managing events, programming, and teams of people.
- Strong organizational skills and the ability to plan and set manageable goals and attain those goals.
- Strong computer/media skills.
- Availability and flexibility to work evenings, weekends, and irregular hours.
- Understanding the Congregational Way or willingness to learn.
- A willingness to grow and further knowledge in the children's ministry/ youth ministry field through conferences and other opportunities.
- A bachelor's degree with a biblical focus is preferable but not necessary.
- Active member/participant in a Christian church.
- Valid driver's license with a clean driving record.
- Must be willing to undergo a background check and fingerprint clearance.

**General expectations and responsibilities are as follows:** Develop, coordinate, and oversee a comprehensive ministry for children and youth with the assistance of the Core Ministry of Education:

Building leadership teams by recruiting and training volunteers.

Adhering to the Safe Sanctuary policy of First Congregational Church of Spencer and ensuring all volunteers undergo background checks.

Teaching God's word.

Creating safe and welcoming environments for children and youth.

Discipling the children and youth.

Building relationships with children, youth, and their families. Supportive presence at school-based and other events.

Connecting with local elementary, middle, and high schools, as well as with other community organizations.

Connecting the children and youth with the whole church.

Providing spiritual guidance and counsel.

Collaborating with other local Children and Youth Directors / Youth pastors.

Maintain adequate supplies for children and youth.

Other responsibilities and duties assigned by the Senior Pastor.

## **Ministry Specific**

### **For children aged 0-3**

- Assigning weekly nursery volunteers.

### **For children aged 4-5<sup>th</sup> grade**

- Work with the Core Ministry of Education to plan, coordinate, and purchase Sunday School lessons/curriculum and provide materials to teachers.
- Coordinate and plan regular programs and events.
- Plan and lead children's sermons in worship.
- Coordinate schedule for weekly acolytes.
- Identify, encourage, and facilitate opportunities for children to participate in worship services.
- Work with CME to plan and coordinate children's Sunday School curriculum. Recruit and train volunteers for Sunday School.
- Plan, coordinate, and recruit volunteers for Vacation Bible School.
- Plan and coordinate other seasonal programs and events/outreach opportunities (e.g., Trunk or Treat, Easter Egg Hunt, Christmas programs).
- Provide opportunities for children to participate in outreach/community events and outings.
- Plan and coordinate occasional special events.

### **For youth in 6<sup>th</sup> grade and upward**

- Plan and coordinate Sunday School lessons; provide materials to teachers.
- Weekly scheduled Pilgrim Fellowship (Middle and High School).
- Youth weekend retreats or activities.
- Youth service and mission projects.
- Annual youth mission trip.
- Identify, encourage, and facilitate opportunities for youth to participate in worship services, including Youth Sunday services, and participation in intergenerational events.
- Develop ways to reach unchurched youth and their parents.
- Promote youth attendance at Regional and National Association events (Iowa/ Nebraska & NAPF Hope)
- Regular in-person contact with children, youth, and parents.
- Regularly communicate with children and youth via phone, text, email, or social media.

### **Administrative tasks:**

- Attend supervisory, staff meetings, Core Ministry of Education and Executive Council meetings, and other meetings scheduled and /or requested by the Senior Pastor.

- Participate in the youth ministry events of the Iowa/Nebraska Association of Congregational Christian Churches and attend the meetings where possible (Spring and Fall).
- Work with the CME and senior pastor to prepare and manage the annual children and youth ministry budget.
- Manage program spending, including maintaining expense records.
- Prepare and submit monthly ministry reports.
- Accurate record-keeping, including weekly attendance.

### **Reporting Relationships:**

The Director of Children and Youth ministries will report directly to the Senior Pastor. This individual will work closely with the Senior Pastor, the Core Ministry of Education, other staff, and leadership volunteers.

Submit a monthly report to the executive council and attend the monthly executive council and CME meetings. Where required, participate in other core ministry meetings.

**Compensation:** \$ 50,000-\$65,000 (Salary is commensurate with skills and experience)

**Job Opening Date:** The position is currently open.

**Contact Information:** Interested candidates may apply by sending a resume and cover letter to:  
**info@congospencer.org**

### **About our Church**

The First Congregational Church of Spencer was established in 1872 and is affiliated with the NACCC (National Association of Congregational Christian Churches). We seek to serve God and others with the love of Christ, bear witness to God's loving action in the world, and share that experience with all we meet. We are a Protestant denomination consisting of people who are not led by a creed but by the Spirit. Our tradition is the Congregational way of following Christ; therefore, we are a free church, gathered under the headship of Christ and bound to others by love, not law. We believe that God is in control, He loves everyone, and we live our lives in response to these realities. Our church comprises a diverse group of Christians from all walks of life. We seek to know God better in all ways as we respond to God's love for us. We are dedicated to serving others and demonstrating God's love in our words and actions as we strive to make disciples of all. Our church vision is outward-focused, as we reach out to all in love through worship, study, fellowship, and service, reflecting on the words "*Seek, Reach, Find*" from Acts 17:27.