

## **POSITION DESCRIPTION FOR FIRST PRESBYTERIAN CHURCH OF NEW CANAAN**

### **Interim Director of Youth and Children's Ministries**

With the arrival of new Senior Pastor Scott Herr, an exciting chapter is beginning at First Pres New Canaan. We are seeking a Director of Youth and Children's Ministries ("CM") to help write this new chapter. They should be someone who can connect with and nurture our youth and children, guide them in their spiritual growth and create a special place in the church for them, where they will play an active and vitalizing role.

The Director will be part of a warm, welcoming, tight knit team of senior personnel who are pushing the next stage of the church's vision and agenda. It will take someone with drive and enthusiasm to build out an enticing program of events covering all age ranges; someone with collaboration skills to encourage participation and engage others to help. This is a fantastic role for someone with experience working in small teams, with a focus on youth and children's programming and excited by the opportunity to take an important leadership role during a period of significant change. The initial commitment is for one year as "interim," to be considered for permanent continuance by mutual agreement.

Specific responsibilities are:

#### **1) Youth:**

- i. Assist with confirmation class.
- ii. Provide youth groups for middle and high school youth, emphasis on fellowship, mission, and spiritual growth.
- iii. Organize junior and senior high summer mission trips. Provide a fall mission weekend (30 Hr. Famine). Organize a winter retreat weekend (Youth Ski Retreat).
- iv. Organize and participate in the Iona Youth Pilgrimage every 3 years.
- v. Organize Youth Sunday worship.
- vi. Shareholder's Luncheon for mission trips.
- vii. Run the HSYG leadership team (youth input for activities).
- viii. Co-Run and organize the youth committee (parent input and support for the activities).

#### **2) Christian Education and Children's Ministry:**

- i. Select, manage, and order the Christian Education curriculum for K-8th.
- ii. Recruit and oversee childcare workers.
- iii. Help recruit Sunday School teachers, meet Safe Church Standards.
- iv. Provide weekly Children's Chapels to teach our children (pre-K-5<sup>th</sup>) about the major stories of the Bible through Spark Lectionary Curriculum, with special emphasis on a 3 year rotation of major Bible stories of and on the seasons and sacraments of the Christian year (Christmas, Easter, Pentecost, Baptism, Lord's Supper, etc.).

- v. Organize and help run the major events CM provides (Rally Day, Harvest Fest, Advent workshop, March Madness, Movie Night, Egg hunt etc.).
- vi. Stress mission in our curriculum and ministry when possible.
- vii. Assist with Children's Christmas Pageant.

**3) Worship**

- i. Assist in worship, as requested.

**4) Congregational Life**

- i. Assist the Elder for Congregational Life and the Director of Music, as requested, in identifying youth to assist with the major fellowship events of the year.

**5) Mission Committee**

- i. Youth liaison to the Adult Mission Committee. Assist the Elder for Mission to organize, plan and execute mission events and programs which are meaningful and intergenerational.

**6) Administration:** Work with the program staff, office manager, and session in communicating clearly and frequently with the congregation and managing a friendly, efficient institution.

**7) Staff and Session:** Attend staff and session meetings and work as a friend and colleague to other program staff in accomplishing all other goals of the church.

**WORKING RELATIONSHIPS:**

- i. Reports to Senior Pastor.
- ii. Works with the Senior Pastor, office manager, director of music, administrative assistant, church administrator.
- iii. Meets with the youth (and children's ministries), mission and congregational life committees and Session, as requested.

**EXPERIENCE:**

- i. Minimum two years of experience working with youth and volunteers desirable.
- ii. Theological training is also desirable.

**COMPENSATION:**

- i. Negotiable depending on experience, education and hours.

Please send resumes to: [scott@fpcnc.org](mailto:scott@fpcnc.org)