

Christ Presbyterian Church

Position Description

Position title: Director of Christian Formation for Children and Youth – Full Time, Exempt

Last Revised: January 12, 2010

Accountability and Relationships: Serves under the direct supervision of the Pastor, Head of Staff. Will interact regularly with the chair of the Christian Formation Commission, the Youth Ministry Committee, the Children & Family Committee, and the Faith Quest (Sunday School) Program Team.

Purpose:

- To facilitate spiritual growth of the church's children and youth.
- To actively coordinate a supportive youth ministry.
- To recruit, train, and resource expertise for teachers and leaders.
- To support and supply direct leadership to all programs for children and youth as needed (Youth Groups, Sunday School, Child Care, Youth Trips/Retreats, and special program events).
- To work closely with the Christian Formation Commission and its committees and/or resource teams focused on programming for children and youth.

As Director of Christian Formation for Children and Youth:

Children's & Family Ministries

- Gather and chair two Resource Teams: Children and Family Committee and Faith Quest (Sunday School) Program Team. These resource teams will envision, create, plan, and staff programs in each respective area.
- Deliver a monthly Word for Children in both worship services, and be an occasional worship leader in children/family oriented services.
- Oversee all Child Care needs, including scheduling, resourcing, hiring and firing of Child Care Staff.
- Work with resource teams and staff to provide spiritual resources to parents and families to encourage spiritual growth in the home.

Youth Ministries

- Gather and chair the Youth Ministry Committee, which will envision, create, plan, and staff programs for youth in grades 6 to 12, including Sunday School, Youth Groups, Retreats, Special Events, Summer Trips, Fundraisers, and Confirmation Class.
- Actively promote direct, relational youth ministry by leading and teaching in youth ministry programs, and developing relationships with youth.

**These responsibilities demand an individual who desires interactions with both children and youth, as well as an administrative role requiring communication skills necessary to equip adults for program development and implementation.*

General Responsibilities

- Communicate regularly with the congregation through printed and online publications.
- Provide training, resources, and background screening for all lay leaders in children and youth ministries.

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Shared Responsibilities with Pastor/Head of Staff

- Responsible with the Pastor, Head of Staff for being available to counsel, visit and generally be aware of concerns facing our children and youth, and to coordinate a supportive youth ministry.
- Work with the Christian Formation Commission in developing the annual budget for expenditures in the children and youth program areas.

Qualifications

- Personal commitment to Jesus Christ
- Personal commitment to and passion for helping children and youth grow spiritually
- Teaching experience
- 3-5 Years Youth Ministry experience, more a plus
- Ability to train and encourage adult volunteers
- College degree (background in Education, Christian Studies desirable);
- Master's Degree a plus
- Skillful communication and relationship-building abilities with people of all ages
- Outstanding administrative and general oversight skills
- Flexibility
- Enthusiasm
- Self-motivated, responsible, dependable
- Over-qualification welcome

Other Position-Specific Information

Christ Presbyterian Church
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Madison, WI 53703
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