

**TRINITY PRESBYTERIAN CHURCH
POSITION DESCRIPTION
August, 2022**

Position: Director Children and Youth Ministries

Reports to: Education Ministry, Pastor/Head of Staff

Summary of Position:

The Director of Children and Youth Ministries (DCYM) is a part time position that is responsible for developing and maintaining a ministry focused on children and youth of all ages and their families. In addition, responsibilities may include cooperation with other ministries, volunteers and staff at Trinity and other local churches that are congruent with this primary objective. The primary goal of this position is to initiate and execute programming to further the children, youth, and young families of Trinity through their personal faith journeys.

Working Relationships:

The DCYM reports to the Session through the Education and is a direct report to the Pastor/Head of Staff.

Budgetary Responsibility:

Responsible for oversight of Children and Youth Ministries' budgets and Designated Funds in consultation with appropriate Ministry Chairs.

Nature and Scope of Position:

The DCYM weekly contacts include the Preschool, Elementary, Middle and High School children and youth and their families, other church staff, various ministry volunteers and other church members.

Responsibilities:

1) Worship

- a). Create and execute a weekly Children's Moment during Sunday worship as scheduled by the Pastor
- b). Organize and execute youth led worship services at least once per year, possibly more pending input from the Pastor
- c). Organize and execute occasional children and youth involvement in regular worship when appropriate

2) Education

- a). Create and execute weekly educational programming targeting all children and youth age groups (4 year olds through high school) including Sunday School and Youth Group activities during the week
- b). Serve as the primary staff resource for community children and youth activities and programs.
- c). Engage in youth oriented Christian Education retreats

4) Outreach / Fellowship

- a). Organize occasional fellowship events targeting current families, non-member families, Preschool families and other members of the congregation as directed by the Pastor
- c). Organize ways for the children and youth to be involved in fundraising to support their programming
- d). Work with staff to support the ongoing maintenance of church and children and youth web pages, social media sites, and other marketing
- e). Provide ongoing communication to Congregation

5) Mission

- a). Organize and execute at least one children/youth service project annually
- b). Support the church's larger mission partners if the partner's focus includes children, youth, or young families

6) Reports, Conference and Consultation

- a). Weekly meeting with Pastor/Head of Staff to review ministry areas
- b). Attend all staff meetings as scheduled
- c). Provide staff support for the Education and Preschool Ministries
- d). Recruit and support a team of volunteers to participate in the work of impacted ministries
- e). Attend Session meetings as requested

Evaluation:

A Performance Review will be conducted annually by the Senior Pastor and a member of Personnel and the Chair of the Education Ministry. Personnel Committee will annually review the adequacy of compensation and discuss with employee.

Qualifications: The DCYM requires experience with children, youth and families in work and volunteer experiences in the community or church. The

DCYM must be a team player with staff and volunteers and must be able to organize events, recruit and train volunteers, collaborate with colleagues and offer leadership in meetings, gatherings and worship. The DCYM should have appropriate training and education to fulfill this position.

Position: Afterschool Coordinator

Mission Statement:

- Trinity Preschool strives to encourage the educational, emotional, spiritual, and physical growth of each child we have in our care. While maintaining our high quality standards, our desire is to promote that growth through dynamic interactions between each child and the loving, caring, learning environment provided

Duties and Responsibilities:

- Directing and leading the school age children
 - Schools out (full days) and afternoons (2-6)
 - Summer Camp (full day)
 - Field Trips
- Drive the church van to pick up kids & to field trips
- Communication with the parents on a daily basis
- Creating weekly (displays children's art work) and monthly bulletin boards
- Creating and implementing lesson plans
- Maintaining a clean and child friendly classroom
- Changing out toys and supplies when it is necessary
- Keep the classroom stocked with paper goods, cups, spoons etc
- Being able to sit, run, dance and be active with the children
- Being aware of any suspected abuse and make any necessary reports
- Maintaining all licenses that are required
- Being a part of special events and field trips
- Being a team player
- Keep accurate records of attendance and transitions

- Ready materials for the classroom

Minimum Qualifications

- Pre-service training (if you don't have the 45 DCF clock hours)
- DCF 45 Clock Hours completed within 90 days
- 24 Continuing ED hours : Completed between July 1- June 30
- Driver's License & Yearly physical
- CPR/First Aid

Must be able to pass a level 2 background screening