

First Congregational Church, Bellevue, UCC, believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope. It is not intended to limit the incumbent or the church to just the work identified. It is our expectation that each employee will offer services wherever and whenever necessary to ensure the success of our endeavors.

JOB DESCRIPTION

Director of Ministries for Children and Youth

Position Title: Director of Ministries for Children and Youth
Commission: Faith Formation
Supervised by: Lead Pastor
Supervises: Staff and volunteers working with infants, children and youth
FLSA Status: Exempt
Prepared by: Personnel Commission
Preparation date: August 2021
Approved by: FCCB Council
Approval date: October 19, 2021

POSITION SUMMARY: Communicate God's love to our children, youth, and their families through development of weekly events, programs, and opportunities that connect them to one another, the congregation at large, and the sacred. Help the children and youth continue to develop and grow in their understanding of faith by celebrating life in a safe atmosphere of Christian community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Programming:

- Collaborates with pastors to develop and facilitate faith formation curriculum and programs for children, middle school youth and high school youth
- Develops relationships with children, youth, and families, which may lead to referral for pastoral care
- Leads weekly children's chapel for in-person worship
- Creates weekly content for virtual worship experiences
- Collaborates with volunteers and parents to create opportunities for activities and projects for children beyond the scope of regular Sunday programming such as Advent festival, family events, and summer activities
- Fosters intergenerational connections to involve children and youth in experiences such as worship, camp, church-sponsored events, social justice, and outreach
- Collaborates with youth directors of other UCC churches to facilitate joint opportunities for the youth to socialize or work on service projects
- Collaborates with pastors, youth directors and the youth to create curriculum as well as opportunities for activities and service for youth beyond the scope of regular Sunday programming, such as youth retreat, lock-ins, youth Sunday worship, service projects, and a mission trip for high school youth
- Participates regularly with the Faith Formation Commission, and its committees in reviewing children's and youth programs for the church
- Coordinates programs and activities, both in-person and virtual, in conjunction with pastors and other education staff in order to facilitate a holistic approach to Christian education

Administrative:

- Recruits, trains, and supports volunteer staff for children and youth programs
- Communicates program information on a consistent basis to participants, parents, and volunteers
- Develops and maintains records of registration, attendance, and prospective new students and their parents
- Initiates prompt personal contact with new families
- Manages and administers the budget as directed by the Faith Formation Commission, including purchasing supplies for the groups' events and program
- Oversees nursery care and supervises its paid and volunteer staff
- Consults with appropriate persons and pastor(s) when a child's or youth's behavior or disclosure indicates safety concerns, mental health impairment or significant risk
- Meets regularly with pastor(s) and works with pastor(s) and staff to provide consistent contact with, and support to, children, youth and their families
- Schedules, administers, and coordinates middle school and high school Sunday group sessions and other youth activities
- Provides support for reserving meeting spaces and/or virtual meeting links
- Communicates opportunities for children and youth to participate in conference activities and camps

JOB STANDARDS:

- Relates well to children, pre-teens and teenagers and offers support to the youth and their families
- Creates a safe and welcoming environment and develops positive, age-appropriate adult/child relationships for youth surrounding subjects such as confidentiality, self-disclosure, emotional intimacy, and touch
- Articulates a theology consistent with the values and mission of the church
- Maintains confidentiality with respect to sensitive matters seen, discussed, or overheard
- Attends weekly staff meetings
- Relates to co-workers, church and family members using good verbal and written communication skills
- Works independently from established and well-known procedures with minimal supervision
- Organizes and prioritizes assignments, manages, and performs multiple tasks
- Maintains current working knowledge of technology for creating documents, creating and posting videos, and administering online meetings
- Models for youth personal behavior, communication, and actions consistent with the church's values and mission
- Conducts the programs according to the Safe Conduct Policy
- Maintains current First Aid training and CPR certification (will be provided by the church if necessary)
- Completes boundary training course provided through the Pacific Northwest Conference of the UCC
- Must have no felony convictions or sex offender incidents
- Must have no evidence of drug/alcohol abuse reflected in Washington state background check
- Must comply with COVID-19 health and safety protocols, including proof of vaccination and testing as needed

EDUCATION AND EXPERIENCE:

- Experience with leading children and youth programs and activities
- Experience as a mentor
- Minimum of a bachelor's level degree preferred
- Must be at least 23 years old at the time of hire
- Completion of the Washington State Criminal Background check and a search of the Department of Justice National Sex Offender Public Website at www.nsopr.gov

WORK ENVIRONMENT: Classrooms, youth group meeting areas, church sanctuary/chapel, and virtual meeting spaces. Also, offsite retreat, mission trip, and social locations.

CORE HOURS: Estimated approximately 30 hours per week, inclusive of Sunday worship, events and programs for children, youth and families, administrative and focused work time, and at least one regularly scheduled day per week in-office with church staff. The approximate time delegation will be two-thirds focused on children and family and one-third on youth program administration.

TERMINATION: Employment is not guaranteed for any period of time and can be terminated at any time, with or without cause, by either the employee or Church.