THE UNITED CONGREGATIONAL CHURCH

Little Compton, RI

**Position Description**

***Director of Children and Youth Ministries***

**Job summary:** *The Director of Children and Youth Ministries (DCYM) is a part-time position responsible for planning and implementing a rich program of Christian Education for the children and youth of our congregation (birth through 8th grade). Reporting to the Senior Minister, the DCYM works closely with the Children & Youth Ministries Committee and the Director of Faith Formation and Outreach.*

*The United Congregational Church is a thriving church looking to grow our faith formation for families and children (birth - 8th grade). The person in the DCYM position will have the exciting opportunity to help shape our future ministries and programming with a team of lay leaders and staff.*

*The DCYM will help incorporate the four mission areas of our church (Worship, Service, Learning, and Compassion) into creative programming that deepens faith and helps us build on our identity as a church that lives out the love, compassion, and justice of Jesus. Working in cooperation with the Senior Minister and lay leaders, the DCYM will continually evaluate the spiritual needs of the congregation’s children and youth alongside the economic and social needs of the broader community in order to create programming where those two needs intersect.*

***Scope of Responsibility:***

*The DCYM will engage children and families in exploring and deepening their faith and its expression in the world. Drawing on the four mission areas of our church (Worship, Service, Learning, and Compassion) they will build on current ministries and help develop creative new programs to best serve families in the changing context of Christianity. The DCYM is encouraged to think creatively about how to connect with those within our church community as well as those beyond our church walls to best meet the spiritual needs of families and children. DCYM will help ensure that children and families are fully welcomed, included, and incorporated into the broader life of the church.*

**Principal duties and responsibilities:**

1. *Focus on active retention of and engagement with families of young children, reaching out one-on-one, celebrating milestones, praying with and for them, and helping imagine and implement programs that deepen faith and give people a ‘next step’ for becoming part of our community once they are through the Church doors.*
2. *Prioritize active outreach to new families, especially a growing population of young families in our town, and find creative ways to meet them where they are and serve them, feeding their spiritual needs.*
3. *Plan and oversee a Sunday school program with hands-on, developmentally appropriate activities and lessons for each age cohort, including opportunities for community service and engagement with practicing the faith outside our church.*
4. *Recruit, train, and oversee volunteers and mentors to help teach and lead classes and programs for our children and youth such as Sunday School, Youth Group gatherings and initiatives, etc.*
5. *Oversee/Manage volunteers to help lead programs for children and families.*
6. *When requested (normally biannually), assist the Pastor and Director of Faith Formation & Outreach (DFO) in planning, coordinating and co-leading the program for Confirmation.*
7. *Plan, coordinate and oversee childrens’ summer programming to keep families spiritually engaged and connected during the summer.*
8. *Work collaboratively with the Director of Faith Formation and Outreach (DFO) to coordinate programs and initiatives around common themes and curricular goals, coordinate scheduling of programs, and assure the two programs offer continuity of faith learning and experiences across ages.*
9. *Focus on effective communication strategies and promotion of all programs, activities and events using a variety of media, including social media, email, posters, mailings, newsletters, pew materials, new members’ booklets, etc.*
10. *Coordinate scheduling of events, communications, and maintaining records for church school and youth group families with the Office Administrator.*
11. *Ensure that the church school area is ready for Sunday morning as well as ready for other use(s) of that space on other days.*
12. *Order and Maintain supplies for children’s programming.*
13. *Oversee the Safe Church Policy and assure its requirements are communicated and followed. Specifically: perform background checks on all individuals who may interact or otherwise come in contact with children and youth.*
14. *Organize fire drills, and assure observance of other safe church requirements that may be related to the children and youth, both those participating in religious education programs and visitors.*
15. *In collaboration with the Senior Minister and the C&YM committee, plan, rehearse, secure supplies, and lead special worship services which have a large children and youth involvement, e.g., Fall Kick-Off Sunday, Christmas Pageant, Family Christmas Eve Service, Youth and Children’s Sunday.*
16. *As needed, meet with advisors, parents, students, and church members who may bring concerns, ideas or resources.*
17. *Attend the monthly staff meeting, the monthly CYM Meetings, and meetings with the Senior Minister as needed.*

**Requisite knowledge, skills, abilities and experience**

1. *Spiritually mature with a commitment to the Christian faith and an ability to share that faith authentically in a way that encourages the faith of others.*
2. *Have excellent communication skills and a desire to engage in the life of the congregation to help strengthen and grow our programs of faith formation for children and families.*
3. *Invested in and gifted at helping our youngest members and their families to cultivate their faith.*
4. *Committed to fostering a safe and supportive community for them to explore their faith and how God is calling them to live out their faith in the wider world.*
5. *Education in the Christian faith or a commensurate combination of training and experiences therein.*
6. *Knowledge and skills working with children and youth, particularly that applicable to early childhood education.*
7. *Adaptable and creative in addressing the changing landscape of church committed to continual learning by staying current with new pathways for faith formation for children and families: attending seminars or training events, researching and reading, and networking with other educators to stay current with trends in religious education for children and youth.*

***Important traits and attributes***

1. *An understanding of and commitment to the church’s mission*
2. *Experience in teaching, group facilitation, and/or children’s or family ministry*
3. *Respects and keeps confidentiality*
4. *Adept at using a broad array of modern technology for research, teaching and communication.*
5. *Exhibits well-developed and mature interpersonal skills*
6. *Shows an ability to balance time and tasks, taking initiative, being creative, following directions, working with staff and members of the congregation*
7. *Respects people’s time and is punctual*
8. *Carries oneself in a professional manner*
9. *Arranges changes in schedule and/or requests for time off with reasonable notice to the pastor and relevant board or committee chair*
10. *Handles communications, scheduling, and publicity in a timely manner*
11. *Reports challenges or conflicts to the pastor and/or the applicable board or committee chair*
12. *Follows safe church policies in all dealings, especially with youth and children*
13. *Keeps current with new concepts and trends*
14. *Works collaboratively and respectfully with committees and teams*
15. *Exhibits patience with and compassion for all individuals and groups*

***Other Pastoral Opportunities:***

*For candidates who are ordained or seeking ordination, this position may offer opportunities for preaching, the administration of the sacraments, and providing pastoral support to the congregation under supervision of the Senior Minister.*

***To apply for this position please send a letter of interest with resume to:***

***DCYM Search***

***c/o Tom Schmitt, UCCLC Personnel Committee***

***PO Box 506***

***Little Compton, RI 02837***

***For more information call 508-636-3932***