

River Glen Presbyterian Church
Naperville, IL
Director of Children and Youth Ministries
Effective 6/4/23

Reports to: Pastor, Head of Staff
Status: Part-time (20-25 hours/week)
Pay rate: \$22,000-\$25,000/year
FLSA: Exempt

Job summary

Reach out to children and youth, building healthy relationships that model a Christ-centered life and encouraging them as they grow in maturity and faith. Develop, promote, lead, and organize both a comprehensive ministry for the spiritual formation of children and youth and also the volunteers for that ministry. Use creative and innovative approaches for spiritual discipleship and growth of the ministry to help children and youth learn and live the mission of River Glen Presbyterian Church: “Experiencing God’s love and making Jesus known.”

Responsibilities:

- For children (ages 0 through grade 5):
 - Provide or coordinate childcare to children ages 0 to 3 years (for example, Prayground or nursery)
 - Plan and implement regular programs and events for children from pre-K through grade 5 (for example, Sunday School, Children’s Message during worship, etc.)
 - Plan and implement seasonal programs and events (for example, children’s musicals, Live Nativity, Trunk or Treat, midweek evening programs, VBS, etc.)
- For youth (grades 6 through 12):
 - Plan and implement regular recreational and group-building activities that reflect Christian faith and discipleship
 - Plan times to regularly reflect on the content and meaning of the Bible; and select and coordinate study topics, speakers, and leaders
 - Plan and implement projects, activities, retreats, and mission trips (including collaboration with other churches) where youth can act out their faith by doing the work of Christ
 - Create, plan, and organize the annual Youth Sunday worship celebration
 - Reach out to include others by being invitational and by building friendships among all youth
 - Support and help coordinate the confirmation process
- Be a regular presence in worship and, as available, in children and youth’s community activities (concerts, sporting events, etc.)
- Recruit, equip, and encourage adult volunteers from within the congregation to regularly help with children and youth activities.
- Support River Glen intergenerational retreats and activities as needed
- Contact children, youth, parents, and congregation members at regular intervals
- Ensure compliance with the River Glen Child Protection Policy at all times
- Manage the Children and Youth Ministry program budget and fundraising
- Attend and participate in staff meetings, and team meetings for Children and Youth Ministry, and Christian Formation

Minimum Qualifications

- Mature and active faith commitment to Jesus Christ with love for the church and appreciation for Presbyterian tradition and reformed worship
- Working towards or completed a Bachelor’s Degree in Education or Religious Studies (or relevant experience working with youth and/or children in a church context)
- Strong organizational, interpersonal, and communication skills
- Must pass criminal and sexual misconduct background checks

- Valid driver's license, auto insurance, and reliable transportation
- Able to move freely in and out of buildings and able to physically perform all essential functions for the position

Core Competencies

- Creativity and Innovation: Using good judgement, generates new ideas and fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes
- Attention to Detail: Consistently attends to and organizes the many small details while keeping the larger picture in mind, follows up on missing or out of balance items, resolves unanswered questions
- Collaboration: Works cooperatively with staff and others inside and outside the congregation; builds and maintains positive and productive relationships, communicates effectively, and contributes ideas
- Compassion and Care: Cares for the well-being of others; responds with empathy to the life circumstances of others; demonstrates appropriate boundaries with regard to expressions of care
- Ethics and Values: Honors the core values and beliefs of River Glen Presbyterian Church, consistently embodies appropriate behavioral choices in both stressful and non-stressful situations, practices the behaviors advocated to others
- Integrity and Trust: Is seen by others to be trustworthy and authentic; practices direct, honest, and transparent communication; maintains confidentiality appropriately; admits mistakes; does not operate with hidden agendas; responds to situations with constancy and reliability
- Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by "walking the talk"; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology
- Team Building Skills: Guides leaders and participants in following best practices, identifying and solving common problems. Works with leaders to regularly assess the health of the youth ministry. Recognizes dysfunctional team behavior and redirects it into functional behavior. Creates and communicates vision, direction, and goals for the ministry
- Time Management: Works hard and is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; plans and organizes appropriately for church, staff, and congregation schedules; values time and respects the time of others; balances priorities and concentrates efforts appropriately