



First Presbyterian Church Durango

Know Jesus, Live in the Spirit, Join in the Father's Work

1159 E 3rd Ave, Durango, CO 81301

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First Presbyterian Church Director for Children's and Youth Ministries

Position Description

Supervisor: Pastor, First Presbyterian Church

Staff Support and Coordination:

Moderator, Team Staff Support

Moderator, Team Christian Formation

Moderator, Team Facilities

Director for Administrative Ministry

Youth Program volunteers and Children's Program volunteers

The Director for Children's and Youth Ministries is responsible for leading a program of Christ-centered activities and Christian discipleship to reach out to the children and youth and their families in the community of Durango with the message of Christ's love. Being with and encouraging the Christian development of children and teens is the most important part of this job. As a member of the church staff, the Director for Children's and Youth Ministries works as part of a team with Team Christian Formation, the Director for Administration, and the Pastor.

Weekly Hours: 8-15 hours per week. Five weeks of flextime/time off without pay are available per calendar year. Note: Attending a FPC meeting or Sunday Service will count as 2 hours minimum. Additional weekly hours: Case-by-case basis as authorized by the Pastor. Duties will include:

1. Help develop Children's and Youth Ministry programs
 - a. In conjunction with the Pastor, and the advice of Team Christian Formation, select themes, content, songs, and activities
 - b. Prepare lesson plans
 - c. Order class materials as needed
 - d. Schedule appropriate off-campus activities that will excite, challenge, and motivate

2. Implement and lead the Youth and Children's Ministry programs including "The Red Door" and "Children's Church"
 - a. Attend and assist with Sunday worship services
 - b. Lead "The Red Door" program on Monday evenings (adult volunteers assist and provide food for this program)
 - c. Lead "Children's Time" during Sunday services and design, develop and lead or coordinate "Children's Church" activities on Sundays
 - d. Lead Christ-centered off-campus activities
 - e. Write short Youth Ministry and Children's Ministry Program updates for the Sunday Bulletin, e-newsletter, and the FPC web site
 - f. Maintain a record of attendees
 - g. Work with volunteers as required. Note: The Director for Administration must complete background checks on all volunteers
 - h. Immediately report any incidents of sexual harassment or inappropriate behavior
3. Staff and assist volunteers with Vacation Bible School (normally held during the first week in June)
 - a. Help recruit and train volunteers; Note: The Director for Administration must complete background checks on all volunteers
 - b. Where possible, involve local youth in helping the younger children and assisting our congregation's VBS adult leaders
4. Monitor facilities used by the Youth and Children's Ministry programs
 - a. Immediately report any safety concerns to the Director for Administration
 - b. Coordinate, as required, with the Director for Administration to correct safety problems
5. Prepare and submit expense requests for the Children's and Youth Ministry programs
 - a. Develop expense estimates, as required, for educational materials and supplies
 - b. Coordinate expense requests with the Director for Administration and/or the Financial Officer and the Moderator, Team Christian Formation
6. Ministerial Development
 - a. Meet (at least monthly) with the Pastor
 - b. Attend the weekly FPC Staff Meeting
 - c. Attend Tuesday Night Team (TNT)-meetings (held the second Tuesday evening of each month)
 - d. Foster and maintain relationships with Children's and Youth Families
 - e. As an ambassador for Christ and FPC (in a really small town!), be on-time and courteous in all situations
7. Miscellaneous
 - a. Assist with special projects as required
 - b. Perform other duties as assigned by the Pastor