



First Presbyterian Church Durango

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

1159 E 3rd Ave, Durango, CO 81301

Office: (970) 247-3175 Fax: (970) 403-1019 www.fpcdurango.org

FIRST PRESBYTERIAN CHURCH DIRECTOR OF CHILDREN'S AND YOUTH MINISTRIES JOB DESCRIPTION

Supervisor: Pastor, First Presbyterian Church, Durango, CO

Program Oversight: Team Christian Formation

Time Commitment: 14-18 hours per week

Job Description:

The Director of Children's and Youth Ministries oversees ministries for children and youth from ages 4 to 18. The Director provides intergenerational opportunities for children, youth, and their families. This position is responsible for developing, implementing, and leading programs for the children and youth of FPC Durango and creating relationships with children and youth in the community. As a member of the church staff, this position works as part of a team with the Office Administrator and the Pastor. This may include other duties and additional ministerial development as assigned by Team Christian Formation and Pastoral Staff.

Responsibilities:

- Attends weekly staff meetings & weekly worship service
- Attends Team Christian Formation monthly meetings (TNT)
- Creates brochures, letters, emails, and other communication materials
- Maintains the Children's and Youth web page and social media
- Develops budgetary estimates for programs with the help of Team Christian Formation
- Oversees volunteer trainings and background checks
- Collects and maintains database of parent and student participants
- Coordinates and calendars events with FPC staff
- Reports any incidents of sexual harassment, inappropriate behavior, safety hazards, or injuries

Children's Ministry:

- Oversees Children's Church throughout the year to include volunteer staffing and programming

- Coordinates and orders children's curriculum in consultation with Pastor and Team Christian Formation
- Plans, implements, and coordinates volunteer pool for Vacation Bible School (VBS) with the help of Team Christian Formation
- Plans and coordinates intergenerational family events focused on children (Light up the Night, Christmas Pageant, Easter Egg Hunt, Parents' Night Out)

Youth Ministry

- Prepares lesson plans for themes, content, and youth activities in conjunction with the Pastor and Team Christian Formation
- Runs a 5th-12th grade mid-week gathering at FPC
 - o Choose age-appropriate curriculum
 - o Recruit volunteers to help
 - o Select appropriate games and activities
- Plans, leads, and schedules off campus activities for either middle school and/or high school students three to four times a year
- Attends events of students (sporting events, plays, etc.) whenever possible in support of students' extra-curricular activities.
- Spends time interacting with youth one-on-one and in small groups to cultivate Christian relationships and community outreach
- Coordinates and assists with middle school VBS

Terms

- \$20,000 salary
- 5 weeks of flex time/time off per year
 - o All time off must be taken in weekly intervals