



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: 14-20 hours per week

Job Description:

The Director of Children's and Youth Ministries oversees ministries for children and youth from ages 4 to 18. They provide intergenerational family opportunities for children, youth, and their families. This position is responsible for developing, implementing, and leading programs for the children and youth of FPC 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.

Responsibilities:

- Attends weekly staff meetings
- 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 expense estimates for programs with the help of Team Christian Formation
- Oversees volunteer trainings and background checks
- Collects and maintains records of parents and students
- Coordinates events with FPC staff to avoid conflict
- Reports any incidents of sexual harassment, inappropriate behavior, safety hazards, or injuries



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Children's Ministry:

- Attends weekly staff meetings
- Oversees Children's Church throughout the year (volunteer staffing and programming)
- Coordinates children's curriculum with the Pastor and orders curriculum and other necessary materials
- Plans and implements Vacation Bible School with the help of Team Christian Formation and other volunteers
- Plans and coordinates intergenerational family events focused on children (Light up the Night, Christmas Pageant, Easter Egg Hunt, Parent's Night Out)
- Coordinates volunteers for Children's Church and other events that require volunteers
- Other duties as assigned

Youth Ministry

- In conjunction with the Pastor and under advisement of Team Christian Formation, selects themes, content, and activities
- Prepares lesson plans
- Orders curriculum and materials
- Schedules appropriate off-campus activities
- 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 and leads once a quarter off campus activity for middle & high school students
- Attends events of other students (sporting events, plays, etc.), movie days, outdoor activities, etc.
- Spends time interacting with youth one-on-one and in small groups to cultivate Christian relationships and community outreach
- Runs and assists in middle school programming that coincides with VBS
- Other duties as assigned

Terms

- \$25,000 salary Part Time (14-20 hours per week)
- Time Off: 5 weeks of flex time/vacation per year (must be taken in successive weeks)