

Highlawn Presbyterian Church Children and Youth Ministry Director

Requirements:

- Committed Christian (with a basic knowledge of the PC(USA) or willingness to learn)
- confident public speaker
- comfortable with children of all ages (infants – teenagers)
- personal faith and teaching are in alignment with the values of Highlawn Presbyterian Church

Responsibilities (weekly and monthly):

- Prepare and deliver a “Children’s Message” each week. (5 min or less)
- Teach “Children’s Church” each week, with a volunteer
- Plan and teach Sunday School
- Each month, *either* have an activity for the children and/or youth outside of Sunday morning, or, participate in a community wide event which helps to get our church’s name out in the community.
- Create something for the *Highterian* (church newsletter) monthly that highlights something the children are doing/learning, an activity for the children to do at home, an article helping parents, etc.
- Create and maintain worship bags, folders, etc. for children of different ages to use in worship.

Responsibilities (ongoing):

- Provide children’s activities during occasional extra (evening) events (less than 5 times a year)
- Research and order curriculum as needed
- Stay up to date with the latest in the different developmental stages of children and adjust teaching style accordingly
- Participate in Presbytery Christian Education programs for children and youth
- Recruit, train, and coordinate volunteers for Sunday School, Children’s church, or other activities as needed.
- Work with Christian Education committee on curriculum and program ideas.
- Coordinate and ensure communication with youth and families to inform of events and to highlight accomplishments
- Other duties as assigned

Relationships:

- Accountable to Pastor as Head of Staff
- Works with the Christian Education Committee
- Relates the Personnel Committee concerning job performance

Time requirements:

- Sundays 9:00a.m. to approx. 12:00. Sunday School starts at 10:00a.m., but, arriving at 9:00a.m. will allow for time to set up, get organized, etc.
- One time per month – arrange an activity for children/youth, or participate in (or – even better, create!) an event that promotes our church and children’s ministry.
- We estimate the position to be about 5 hours per week. Some weeks, it may be a little less, some weeks it may be a little more.

Compensation:

\$75/week; one Sunday off each quarter

Evaluation:

Performance review conducted after the first 90 days, and pending satisfaction of both the employer and employee, employment becomes permanent at that time. Performance reviews will then be conducted annually by the Personnel Committee. The Personnel Committee will also review the adequacy of compensation and make recommendations to the Session.