

Christian Education Coordinator and Youth Director

WE OFFER FLEXIBLE HOURS – A WONDERFUL COMMUNITY OF PEOPLE – NEW ENERGETIC PASTOR & GREAT VOLUNTEER SUPPORT!

First Presbyterian Church of Lawrence, Kansas is seeking a Christian Education Coordinator and Youth Director to lead and expand upon ongoing programs. Join us in an actively progressive church with our energetic new pastor, dedicated volunteer support, a great working environment, and a wonderful community. The position requires personal Christian faith development, solid interpersonal skills, basic computer competency, and the ability to work a flexible 30 to 40-hour week, including hours on Sunday. Some hours may be completed at home. Are you ready to join us with your creativity and ideas for children and youth?

Interested applicants should send a resume and cover letter to: Linda Bridges, Office Administrator at linda@firstpreslawrence.org. Applications will be processed as received until the position is filled.

ADDITIONAL INFORMATION:

This position will work to support the ministry of the church by leading the planning, coordination, supervision, and support for Christian Education and Youth Ministry programs at FPC. Training is available, as needed.

- The primary responsibilities will focus on children, families, and youth, with some support provided to adult Christian Education.
- This position has specific responsibilities for both ongoing activities as well as special events, including connecting with resources available through the Presbytery of Northern Kansas.
- Prior experience and successful leadership with children, youth, and Christian Education are desired.
- Important skills include creativity, vision, self-motivation and a passion for Christian education and youth ministry compatible with PCUSA theology.
- Applicants should possess the skill of active listening, working collaboratively as a member of church staff, and creating a supportive and trusting environment. A willingness to value all persons, regardless of age, ethnic or social background, family setting, sexual orientation, or life situation is also necessary.

COMPLETE POSITION DESCRIPTION:

Position Description: Coordinator of Christian Education and Youth Director at First Presbyterian Church, Lawrence, KS

The Coordinator of Christian Education and Youth Director will work to improve the ministry of the church by leading the planning, coordination, supervision, and support for Christian Education and youth ministry programs at FPC. The primary responsibilities will focus on children, families and youth, with some support provided to adult Christian education. This position has specific responsibilities for both ongoing activities as well as special events and priorities may shift over time. Prior experience and successful leadership with children, youth, and Christian education are desired. Training may be available as a benefit from the church.

Important skills include creativity, vision, self-motivation and a passion for Christian education and youth ministry compatible with progressive theology. Applicants should possess the skill of active listening, working collaboratively as a member of church staff, and creating a supportive and trusting environment. A willingness to value all persons, regardless of age, ethnic or social background, family setting, sexual orientation, or life situation is also necessary.

Supervisor: Pastor / Head of Staff and the chair of the Christian Education Committee

Time Expectation: Position is salaried, 30 to 40 hours/week with some benefits

Evaluation: The Pastor/ Head of Staff, in consultation with the chair of the Christian Education Committee, shall conduct an annual evaluation.

Coordinator of Christian Education Responsibilities:

1. Leadership

- a. Lead and coordinate programs and services pertaining to Christian education for children, youth and families, including the work of teachers and other volunteers in these programs.
- b. Serve as a committee liaison on the church's Christian education committee and as a church liaison to the Christian Education Forum of the Presbytery of Northern Kansas.
- c. Coordinate and publish schedules for all children and youth Christian education activities, including but not limited to Sunday School, family and fellowship opportunities, Vacation Bible School, and outreach to the community of Lawrence.
- d. Establish and maintain positive contact with families involved with the church's ministry as necessary and appropriate.

2. Programming

- a. Work with CE leadership on oversight of all CE programs for children, youth, and families and implement new programs to strengthen the Christian education goals of FPC.
- b. Assist with curriculum decisions and oversee purchases according to the CE budget.
- c. Help the CE committees to advertise their programming to the church membership, the Session, and the community at large.
- d. Connect with processes and participate in activities and resources available through the Presbytery of Northern Kansas, PCUSA and other CE events as appropriate.
- e. Plan and coordinate both traditionally held and new special events, such as the Christmas pageant, mission projects, game nights, Bible presentations, and other events as appropriate.

3. Supervision

- a. Provide supervision and oversight of the Nursery, including hiring and supporting a Nursery Supervisor and attendants.
- b. Provide leadership, coordination, direction, and support to the youth and family ministry volunteers and CE committees as needed.

4. Administration

- a. Maintain and provide appropriate CE and curriculum resources for teachers and volunteers.
- b. Engage in appropriate communications at all levels, using technology to maximize efficiency and effectiveness.
- c. Lead recruitment and training of Christian education teachers, facilitators, and volunteers.
- d. Lead curriculum training for Sunday School, VBS, and Youth Group, as well as recognition of CE volunteers, teachers, and helpers.
- e. Participate in budget development and management for appropriate areas of the CE budget.
- f. Provide leadership and direction in meeting the terms of the Child Protection Policy outlined in the First Presbyterian Church Manual of Operations
- g. Work with staff to ensure that background checks are on file and updated as needed.
- h. Work with staff to ensure that the church maintains an accurate database for the children, youth, and families of the church.

Youth Director skills and responsibilities (in addition to those outlined above)

1. Leadership

- a. Lead the Youth Ministry in all facets of a comprehensive program, including reaching out to youth to encourage participation and to establish positive relationships, and supporting parent input and adult volunteers for programming and all activities.
- b. Lead youth mentoring activities, including fostering adult volunteers for program and support activities.
- c. Serve as the committee's liaison to the Presbytery of Northern Kansas for youth planning activities and events with the Presbytery.

2. Programming

- a. Creatively and effectively plan and develop a program and schedule for youth activities for the year.
- b. Lead or supervise regularly scheduled (preferably weekly) meetings of the youth and all special events.
- c. Activities should be biblically based on PCUSA theology and should emphasize and strengthen the youth's relationship with the church community and with God.