

**Newport Presbyterian  
Job Description**

<b>Position title:</b>	<b>Director of Children, Youth and Family Ministries</b>	
<b>Reports to:</b>	Pastor	
<b>Approved by:</b>	Personnel Committee	
<b>Status:</b>	Up to 20 hours per week	December 2022

**A. Position Purpose**

The position of Director of Children, Youth and Family Ministry exists to nurture our children, youth and their families in Christian faith and fellowship in the context of Newport Presbyterian Newport's (NPC's) dynamic, progressive and inclusive faith community and in alignment with Newport's mission and vision.

**B. Position Duties and Responsibilities**

The Director of Children, Youth and Family Ministry is a creative and adaptive team player who can deliver curriculum and fellowship activities both remotely and in person or in a hybrid format as pandemic restrictions and precautions necessitate. The following are general responsibilities but may be adjusted or reprioritized as needed.

**Primary Duties and Responsibilities:**

- Provide overall direction for the Sunday school program for ages pre-K through 5<sup>th</sup> grade, including planning the curriculum, coordinating volunteer teachers or leading the classes as needed.
- Plan, publicize and implement regular youth group meetings for grades 6<sup>th</sup> through 12<sup>th</sup>. Coordinate and share leadership with adult volunteers in this effort as needed. Youth group content and focus will include spiritual, community service, fellowship and fun.
- Regularly communicate and engage with parents of children and youth to ensure awareness and discern their needs.
- Collaborate with Pastor, Christian Education Committee and other Newport leaders in discerning and designing a long-term family ministry program for NPC, including staffing requirements.
- Plan, publicize and implement annual youth deputation-related activities including the service experience and fundraising efforts for it, as permitted during the pandemic.
- Facilitate and attend Christian Education Committee meetings and attend staff meetings.
- If possible, attend worship with occasional participation in leadership roles involving the children and youth. We recognize that strong candidates may already have other obligations and may not be available on Sunday mornings.
- Adhere to and monitor volunteer compliance with Newport's Child Safety Policy.

**People/Positions Interactions:**

- Communicate with the Pastor regularly
- Facilitate/participate in Christian Education Committee meetings
- Clear communication with volunteer youth leaders, parents and congregation
- Collaborate with east side Presbyterian Youth Directors for combined youth group events.

- Connect with youth one-on-one or in smaller groups on an occasional basis to build relationships and provide spiritual or other support.
- Explore options for joining with other youth groups for occasional activities (virtual or in-person, as allowed during the pandemic).

### C. Position Requirements

#### **Skills, Experience and personal attributes:**

- Deep sense of spirituality and ability to share faith and spirituality with others
- Proven ability to engage with children, youth and families, and to connect with them in a genuine, meaningful and fun way
- Must be 22 years of age or older (to comply with NPC Child Safety Policy)
- Ability to choose and implement engaging and appropriate curriculum for children and youth
- Skills in leading a dynamic program for youth to include faith formation, fun and mission components
- Strong organizational and communication skills
- Welcoming and friendly; able to interact with and relate to the congregation as a whole
- Able to maintain confidentiality
- Punctual
- Ability to play an instrument and incorporate music into lessons a plus
- Experience with diversity, equity, inclusion, and accessibility (DEIA) work a plus

**Hours.** Hours are up to twenty per week including scheduled programming, and staff / committee meetings. Families and youth have a stated preference for gatherings/activities scheduled for Sunday afternoons/evenings. The general schedule for other duties is flexible and determined in discussion with the Head of Staff and consultation with the Personnel committee as needed.