2018 UPC Director of Children and Youth Ministries

Job Description: The Director of Children and Youth Ministries provides oversight for the development and implementation of the educational, spiritual, fellowship and mission opportunities for the children and youth of the church to ensure that United Presbyterian Church continues our mission to grow and nurture our youngest followers of Christ in a welcoming community.

The DCYM will work closely with the Pastor, Christian Education Committee and the Church Life Committee to provide for the education, spiritual development, fellowship, and mission opportunities for children and youth and their families.

Position Responsibilities:

1. Oversee and coordinate with the CE Committee learning programs for age 3 through high school age youth including, but not limited to: Sunday School and Confirmation. The DCYM coordinates with CE such matters as choosing curriculum, identifying and training teachers, developing new programs, and planning and coordinating special events such as a Christmas Program or Youth Sunday.
2. Organize and implement, with the CE Committee, youth programs at the church for youth in 3rd to 12th grade. This includes recruiting and supporting leaders in the planning and conducting of regular meetings, retreats, fundraising and mission projects for the different age levels.
3. Plans and conducts a summer Vacation Bible School with the Christian Education committee.
4. In partnership with the Church Life Committee, work to provide family events such as the Easter Egg Hunt and Family Fun Night carnival.
5. Provide website content, newsletter articles, and bulletin announcements about educational and family events, programs, and opportunities.
6. Serve as a primary connection with families of the church, coordinating communication to parents for age specific activities and providing weekly updates to the church office and other staff.
7. Develop and maintain an open and congenial partnership with the pastor and other church staff.
8. Attend staff meetings, Christian Education Committee meetings, and Church Life Committee meetings, and prepare an annual report for the Annual meeting in January.

This is a part time position, 15-20 hours per week, with potential for growth.

Desired skills: communication, organization, flexibility, initiative, able to express the love and grace of God in words and actions.

Please send resume to upc@unitedpc.org or mail to Rev. Reason, United Presbyterian Church, 2400 W. Northmoor Road, Peoria IL 61614.