

Second Presbyterian Church

Director of CYF Ministries

Date Job Description Approved by Session:

Overview: The purpose of all staff positions is to support our Strategic Guides' vision, mission, strategic goals and values/principles. Second Presbyterian strategic guides URL:
https://www.growwithsecond.org/_files/ugd/f84825_c333757ad6f64a4cb75032058243b74e.pdf

General Position Description: The Director of CYF Ministries (“Employee”) will carry out a ministry of teaching, leadership, and administration in support of the Session.

Minimum Qualifications: (examples follow):

1. M.Div. or equivalent
2. PC (USA) or similar denominational affiliation

Conditions of Employment:

1. Comply with and enforce the Child Protection Policy & Procedures
2. Work within the bounds of the Presbyterian Book of Order and Confessions through staff training and head-of-staff coaching
3. Accept work conditions and arrangements as provided for in the Personnel Policies and Procedures (referred to as “Employee Handbook”). The Handbook is provided to each staff member.
4. Participate in staff functions as requested by the Head of Staff (retreats, meetings, training, etc.)
5. Follow all generally accepted accounting principles and fiduciary procedures as adopted by Session and the Funding Committee.
6. Observe confidentiality in the use of the congregation’s personal, financial giving information.

Specific Duties and Tasks include (but are not limited to):

CYF Responsibilities:

Direct, guide, and support all CYF Ministries and all ministries for people and families approximately age 40 and under:

- Lead CYF Committee with chair
- Recommend and implement Children and Youth curriculum
- Prepare materials, videos, and slides for Sunday School each week.
- Recommend and implement curriculum, book studies, fellowship materials for parent gatherings by monthly.
- Coordinate service opportunities with Serve Team and families 5-8 *times per year*

- Plan 3 large events a year that are potential outreach opportunities for the community
- Coordinate volunteers for all events and regular programming
- Update CCB
- Coordinate giving of Bible to 2nd and 5th graders
- Arrange a celebration of high school/college seniors
- Manage CYF budget
- Provide primary pastoral care to those under 40 years of age
- Arrange meet ups with parents multiple times each month

Supervisory Responsibilities:

- Nursery Staff
- Manage clearances
- Coordinate nursery room equipment, stock, and needed materials
- Hire babysitters for parent and staff events

Worship Responsibilities:

- Preach 2-4 times per year
- Lead worship 3-4 Sundays per month
- Help coordinate supply pastors
- Work with Care Team when pastor is away
- Lead staff meetings when pastor is away
- Provide opportunities in collaboration for youth to lead in worship

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Conditions and Terms of Employment

Requirements of all Staff

- Comply with and enforce the Child Protection Policy & Procedures
- Accept work conditions and arrangements as provided for in the Personnel Policies and Procedures (referred to as “Employee Handbook”)
- Participate in staff functions as requested by the Head of Staff (e.g. retreats, meetings, trainings, etc.)
- Employee will observe confidentiality in the use of personal information

Hours: This is a salaried position. The employee in this position will manage their schedule to work an average of 20 hours per week throughout the year.

Work Environment: To accommodate a wide range of ministry needs and employee needs, employees work both remotely and in-site. Certain ministry functions can only be performed best on-site, eg., face to face, including but not limited to, relationship building, lawn maintenance, conflict resolution, worship leadership, practicing on organ, and certain forms of planning. Employee must be physically on-site as needed to perform certain duties and fulfill responsibilities when physical presence is optimal, and as requested by the Supervisor. When physical presence on-site is not required for optimal performance or when not requested by Supervisor, off-site (remote) working may be possible as approved by Supervisor. Employee is

responsible for documenting the effectiveness of off-site work, recording hours, and providing adequate internet connection, computer hardware, mobile phone, etc, to make remote work possible. Second Church provides on-site workspace and equipment as needed for all employees. Permission to work remotely is a privilege based on trust, the needs of the congregation, and other factors; that permission can be modified or revoked at any time for any reason.

Performance and Compensation Evaluation: Regularly at the discretion of the Personnel Committee.

Other Financial Compensation: as negotiated.

Pension/Retirement Savings: There are no retirement or pension benefits. (However, 403B benefits are offered to staff working 20 hours or more. Employees may contribute to a PC(USA) administered 403b retirement account.)

Health or Other Benefits: Please refer to the Employee Handbook

Overtime/Comp Time: This position is salaried.

Vacation: Please refer to the Employee Handbook

Sick/Personal Days: Please refer to the Employee Handbook

Holidays: Please refer to the Employee Handbook

Continuing Education Leave and Funds: Please refer to the Employee Handbook

Professional Expenses: Please refer to the Employee Handbook

Termination: Employee may be terminated for any reason with written notice to his/her last known address. If the employee resigns, the employee should provide a two week notice.

Supervision/Reporting: Lead Pastor/Head of Staff.

Revisions to this Job Description: This job description as outlined above does not state or imply that these are the only responsibilities. Under the direction of the Session, Head of Staff, or Personnel Committee, these responsibilities are subject to change.