

Director of Youth and Family Ministry

*Being a community of devoted believers, Carnegie Presbyterian Church is:
Gathered by the Holy Spirit, Growing in Faith and Going to share the Good News of God's Love.*

Carnegie Presbyterian Church is looking for a Director of Youth and Family Ministry to provide a Christian relationship with all ages while providing opportunities to learn of God's love through youth and community events. Children, youth, and their families are essential to our family of faith. Our congregation integrates youth in worship as liturgists, puppeteers, music, and worship leadership. Our love for God and each other moves us to be active in the life of our congregation and the community. Carnegie Presbyterian Church is a small congregation of under 100 members. Our congregation includes many active families with children from birth to senior highs. Our church location is Carnegie, a southwestern suburb of Pittsburgh.

Job Title: Director of Youth and Family Ministry – full-time (estimated 40 hours weekly)

Position Requirements:

1. The candidate must be a college graduate with an emphasis in Youth or Children's Ministry.
2. Prior experience working with children and youth.
3. A strong understanding and commitment to discipleship.
4. Current required Clearances

Character Traits

1. One who claims Jesus as Lord and professes a desire to serve Him.
2. An outgoing personality who enjoys building authentic relationships
3. One who leads with love and grace.
4. A life-long learner

Essential Responsibilities:

Care of children, youth, and families: building authentic relationships with our current families and equipping them to grow in their relationship with Jesus and to share the Good News with their friends and family.

1. Build authentic relationships through worship, fellowship and community activities.
2. Organize age-specific children and youth activities and special events, arranging the necessary volunteers.
3. Maintain and build effective discipleship opportunities through small groups, in-person and virtual. Organize volunteer support.
4. Participate in worship on Sunday mornings to include a Children's message once a month in partnership with the Pastor. Attend worship regularly.
5. Support Sunday morning Christian Education with curriculum and arrange volunteer teachers. Support Nursery with volunteers.
6. Build relationships with church members by encouraging and training them to participate in the children and youth programs. Offering opportunities for Boundary training. Be responsible for making sure volunteers have the current required clearances.

7. Organize Vacation Bible School: planning curriculum and arranging volunteers in conjunction with the Christian Education committee.
8. Encourage and organize participation in Crestfield Camp and Retreat opportunities, organizing transportation and volunteers.
9. Assist with Confirmation Class, as needed with pastor.

Community Outreach: reaching out to build relationships with families who have children/youth in our community.

1. Encourage and equip our current families to reach out and share the Good News with their friends and families through community youth events.
2. Encourage parents to volunteer in local outreach opportunities.
3. Follow up with all first-time visitors to youth events.
4. Build relationships with local schools who have families in need. Organize opportunities for needs to be met through mission.
5. Assist with community workshops that speak to parenting issues, spirituality and educational needs.

Organizational Responsibilities

1. Meet with the Pastor regularly.
2. Attend Christian Education meetings and assist in developing the agenda with the Committee Chair.
3. Attend Church events.
4. Attend Session meetings upon request of pastor or Christian Education committee with updates on youth ministry.
5. Other responsibilities as needed and determined through regular conversations with Pastor.

Relationships: The Director of Youth and Family Ministry will work in close cooperation with the Pastor to foster an environment of ongoing discipleship for the children and youth of the church. In addition, he/she will work closely with the Christian Education Committee to develop a ministry that glorifies Jesus Christ.

Accountability: The person serving in this role will be directly accountable to the Pastor and is responsible to the Personnel Committee of the Session. Probationary period of 3 months. Review with Personnel at 6, 12 and 18 months.

Compensation \$35,000 annually

Benefits

Vacation: 2 weeks
Study leave: 1 week
Continuing Education allowance \$1,000
Professional Expense \$100

Optional Benefits

Board of Pensions: Medical, Dental, Vision, Short term disability and Death and disability is available at employee expense.