



**PRESBYTERIAN  
CHURCH OF ISLIP**

**POSITION:** *Children's/ Youth Ministry Director*

**STATUS:** 15-hrs/ week, salaried, payable semi-monthly

**PURPOSE:** Provide vision and leadership for children/ youth to know God personally and apply His Word to their everyday lives.

**ACCOUNTABILITY:**

1. Supervision- Pastor (Head of Staff)
2. Program Support – Elders
3. Annual Performance Review – Personnel

**PERSONAL QUALIFICATIONS:**

1. Has a personal, active, growing relationship with God through Jesus Christ.
2. Energetic, warm and able to share the love of Jesus to children/ youth and their families.
3. Demonstrates love and respect for people.
4. Ability to build and head volunteer teams.
5. Dependable, responsible and self motivated.

**PROFESSIONAL QUALIFICATIONS:**

1. Strong organizational and leadership skills.
2. Knowledge and experience in biblical interpretation, child/ youth development and faith development.
3. Competency with basic computer software and the capacity to learn new software.
4. Maintains confidentiality.

**RESPONSIBILITIES:**

1. Create engaging and educational experiences for elementary- high school aged children to discover Jesus and live for Him.
2. Manage and distribute curriculum to volunteer teams
3. Recruit, train and equip volunteers to lead worship, teaching and small groups.
4. Meet regularly with the Leadership Team for accountability, training, supervision, support and personal discipleship.
5. Work alongside volunteers to create and maintain worship and small group environments.
6. Partner with and equip parents to initiate spiritual conversations outside of Sunday morning.
7. Along with the Pastor and Ministry team, strategize, plan, schedule and execute

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- events for children/ youth and families.
8. Maintain a strategy for reaching and assimilating new families.
  9. Support and equip volunteers by providing encouragement, resources, feedback and demonstrations of appreciation.
  10. Meet and plan with volunteers 3-4 times a year to connect, brainstorm and train.
  11. Provide thirty (30) day advance written notice to the Employer if the Employee wishes to terminate employment. This written notice once submitted and acted on by the Session is final.

### **ADMINISTRATIVE RESPONSIBILITIES:**

1. Check and reply promptly to emails, voice-mails, mail, text messages received. Communicate with parents regarding updates, and curriculum details via newsletters, emails, flyers and social media.
2. Maintain current records and databases for volunteer contact information, applications and background checks.
3. Maintain all records of registration and attendance of students.
4. Maintain all records/deposits of offering.
5. Train/inform volunteers 3-4 times a year in safety protocols and procedures.
6. Develop behavior intervention strategy plans as needed through a team approach.
7. Manage and oversee Children/ Youth Ministry budget for the year, in addition to collections, fundraisers and petty cash.
8. Provide oversight for Children/ Youth Ministry budget and help develop the budgetary needs for upcoming years.
9. If unavailable to be present on a work day, Employee will arrange for a substitute.
10. Maintain inventory of supplies as well as procure needed supplies for lessons, crafts and activities.
11. Maintain first aid kits located in classrooms and bathrooms.

### **EMPLOYER RESPONSIBILITIES**

1. Provide a salary of \$            per year, payable twice a month, exempt from overtime pay. This salary shall be reviewed annually at the time of the preparation of the budget in December.
2. Provide PTO (with full pay) of 2 weeks (no more than 2 Sundays) annually. The times and dates for any vacation will be determined by mutual agreement between the Pastor and the Employee.
3. Initial 90 day probationary period during which the Pastor and Personnel will work with and assess the performance of the Children's/Youth Ministry Director. A review will be conducted with the Pastor and Personnel at the completion of this 90 day period.

4. (Personnel) provide a meeting with the Employee for a semi-annual review, or at any point that you request such a meeting.
5. Guarantee that guest teachers shall not be permitted to use the Employer's teaching supplies without prior approval by the Employee.
6. Provide thirty (30) days advance, written notice to the Employee if the Employer wishes to terminate employment.

Signed \_\_\_\_\_  
Children/ Youth Ministry Director

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Personnel

Date \_\_\_\_\_