

WEST END PRESBYTERIAN CHURCH

Title: Interim Director of Christian Education/Youth Leader

Purpose: Provide leadership and support for the church's programs and ministries, with a concentration in the areas of Christian Education, Youth and Children's Ministries

Accountability: Accountable to the Pastor as the Head of Staff

Responsibilities:

- Lead our youth, children, and their families in spiritual development and Christian education.
- Work with the Christian Education Ministry Team in leading, organizing and coordinating educational programs and ministries. Create and cultivate welcoming and engaging spaces for learning.
- Lead the Youth Planning Team and youth advisors in organizing and coordinating youth and children's programs and ministries.
- Communicate regularly with the parents of our youth and children in promoting the youth and children's activities of the church.
- With the Pastor and Director of music, integrate children and youth into leading and participating in our regular services of worship as well as crafting special services such as Children's Sabbath and Youth Sunday. Regularly lead the Time with Children during worship with creative and engaging messages.
- Be involved in all aspects of the congregational life, including fellowship and programming.
- Lead and coordinate the WOW program (Wednesday after school enrichment program for elementary students) and other outreach programs aimed at children. Serve as the staff liaison to the Tuesday Tutoring Leadership Team.
- Develop and implement programs to support families in our community.
- Attend weekly staff meetings and participate in Session meetings and Board of Deacons meetings on an as-needed basis.
- Other tasks as required.

Relationships: Works in close cooperation and in a team atmosphere with the Pastor, relates to the Session ministry teams as an advisor, particularly those relating to Christian education, Youth, and Children's ministries, and relates to other staff personnel as a fellow staff member.

Evaluation: Performance reviews will be conducted annually by the Pastor as Head of Staff with input from the Human Resources Ministry Team.

Expectations: Minimum of 35 hours per week, willingness to travel with youth to conferences and mission trips, Sundays required, valid NC driver's license, minimum annual salary \$35,000, benefits negotiable.

Qualifications:

- Degree in Christian Education, Education or other such bachelor's degree that provides the underpinnings of working with youth in a church setting.
- Strong interpersonal, organizational and communication skills.

Contact: Maggie Beamguard (maggie@westendpres.church)

May 2, 2018