

Employment Opportunities at First Congregational United Church of Christ, Appleton

Job Title: Director for Youth Ministries

Reports to: Pastor for Youth and Family Ministry

Prepared by: Human Resources Committee

Effective Start Date: Immediately

Hours: Full time position (40 hours per week) **Or** Part Time Position (hours TBD): hours vary seasonally with school year, some nights and weekends. This ministry could be one full time job or split into two separate jobs for multiple people. Starting at \$40,000 for full time, pro-rated for part time positions.

Summary: The Director for Youth Ministries develops, guides and leads the middle school youth by implementing and strengthening a ministry that helps youth embrace a deep and sustainable Christian faith, offers them leadership opportunities, and promotes a sense of belonging. The Director implements all youth ministry events which are designed for both middle and high school students to attend. Additionally, the Director collaborates and/or assists the Pastor for Youth and Family Ministry to offer leadership and implement programming in the high school ministry.

Essential Duties and Responsibilities:

Youth Ministry: include, but are not limited to, the following:

- Facilitate and strengthen the existing youth ministry of First Congregational UCC by deepening caring relationships with students, empowering gifted adults and fostering a welcoming atmosphere of belonging and fellowship.
- Recruit, coach, deploy and coordinate volunteers in the youth ministries using a ministry team approach.
- Implement the Youth Ministry Architects model developed by First Congregational UCC in all aspects of this ministry.
- Directly develop relationships with youth, parents and volunteers by taking interest in their lives and weaving the youth ministries into the intergenerational life of First Congregational UCC.
- Build relationships with the entire staff of First Congregational UCC, seeking to work collaboratively and supportively with our larger church's mission, values and intergenerational focus.
- Foster and resource student leadership in the youth ministry.
- Possess a heart for shepherding and encouraging youth in their faith and personal journeys; display a strong personal commitment to faith.
- Display strong administrative, planning, organizational and communication skills.
- Keep all documents related to youth ministry updated and accessible.
- Collaboratively develop and consistently communicate youth ministry events and opportunities to parents, youth and the church.

- Manage budget, and ensure ministry supplies are available.
- Lead summer middle school mission trip, co-lead summer high school mission trip with a pastor, and possibly lead overnights and/or weekend retreats.
- Serve as a key voice and advocate for the youth ministry in an interdisciplinary, collegial environment. Attend staff meetings.
- Prioritize their time in Middle School Ministry and understand themselves in a supportive and collaborative role with high school ministry.
- Plan, resource, and lead the Wednesday evening Middle School ministry which is an intentional educational program including curriculum, service projects, fellowship, and other activities.
- Plan, resource, and lead a Sunday morning high school youth group from chosen curriculum.

Supervisory Responsibilities: include, but are not limited to, the following:

- Directly supervise middle school adult volunteers. Assist Pastor in supervising high school adult volunteers.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include recruiting and training volunteers; planning, assigning and directing work; evaluating performance; addressing complaints; and resolving problems.

Qualifications:

- The ideal candidate will possess a bachelor's degree or equivalent, having participated in Bible or theology classes or other religious training.
- Experience working with youth, youth ministry or related field preferred.
- Proficiency in Microsoft Office and ability to learn other applicable computer programs and office equipment.
- Must exhibit a faith and possess values supportive of the United Church of Christ and First Congregational UCC.
- Strong interpersonal, time-management and delegation skills.
- Displays sound judgment, a positive attitude and professional conduct, including the ability to maintain confidentiality.
- Valid driver license; background check required.

Physical Functions:

- Able to use staircases, walk, sit, bend and lift. Ability to lift 20 pounds.

Application:

- Please submit a cover letter and resume with at least 3 references not related to the applicant, to dymsearch@firstcongoappleton.org.