

7/8/25

POSITION: Director of Christian Education & Youth Ministries

PURPOSE: The primary purpose of the Director of Christian Education & Youth Ministry is to plan, direct, and coordinate ministry programs for the children, youth, their families and adults of St. John's UCC.

REPORTS TO:

Associate Minister and Personnel Committee and supported by the Christian Education Committee

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties that may be assigned.

Coordinate a Sunday morning Christian Education Ministry for children that would include:

- Acquiring and preparing the curriculum.
- Recruiting, training and coordinating volunteers.
- Acquiring and maintain supplies for all programs.
- Administering compliance of policies related to Children's Ministries (Safe Sanctuary Policy).
- Designing, planning, and coordinating practices and events of appreciation for volunteers.
- Attending meetings, and regularly communicating and coordinating ministry efforts with the Christian Education committee.
- Create communication pieces for the newsletter and social media to promote Children and family events.
- Engage and invite community members to participate in CE events.

Coordinate other children, adult and family ministries:

- Promote the Outdoor Ministry opportunities of the Wisconsin Conference.
- Coordinate a summer family event(s).
- Coordinate special family ministry events (i.e. a Parenting class, etc.)
- Partnering with the Pastors to organize Adult Education opportunities.

Coordinate and oversee a Youth Ministry.

- Lead a Senior High Fellowship program including weekly meetings, special events, and mission activities.
- Lead a Middle School Fellowship program of special events and activities.
- Plan and lead annual summer trip events. (i.e. mission or UCC related Youth Events)
- Organize and coordinate fundraising efforts.
- Recruit adult volunteers and chaperones to help support the various activities.
- Be involved and promote involvement of youth in the worship and fellowship life of the congregation.

Attend all staff meetings and contribute to the overall mission of St. John's UCC.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Education or experience in Children education. Theological background a plus.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, correspondence, and memos. Ability to write and edit formal business correspondence based on verbal summary or outline. Ability to effectively present information, respond to questions, and solve problems with people at all levels of the organization. Exceptional telephone skills and ability to maintain confidentiality are required.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percentages, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out written or verbal instructions. Ability to deal with problems involving several abstract and concrete variables in various situations and assume responsibility for the result of the decision.

SKILLS/ABILITIES:

Ability to operate a variety of office equipment including computer and telephone/voice mail systems, and copier. Ability to work independently and to organize and prioritize tasks to meet required deadlines. Ability to accept constructive criticism and work well under pressure.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally to frequently required to use hands to finger, handle or touch objects, tools or controls; and is occasionally required to stand, walk and climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described are representative of these employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate but could be elevated.

The above statements reflect the general details necessary to describe the principal functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.