

**Associate Director of Children, Youth and Family Ministries
First Congregational United Church of Christ (FCUCC), Appleton, Wisconsin**

Program Description

The Associate Director of Children, Youth and Family (CYF) Ministries develops, guides and leads the children and youth by implementing and strengthening a ministry that helps them embrace a deep and sustainable Christian faith, offering them leadership opportunities, and promoting a sense of belonging. The Associate Director implements ministry events in collaboration with, and under the supervision of, the Director of CYF Ministries.

Our full-time Director of CYF has extensive experience in child development, teaching, curriculum writing, event planning, and basic theological study. Recognizing the breadth of the ministry, and the various skillsets that the successful candidate possesses, responsibilities will be delegated according to the gifts and experience of the Director and Associate Director, having flexibility and fluidity in working as a team. We seek a professional who is passionate about sharing God's love and lessons with infants through middle schoolers, and who is excited to be part of a team – building upon an already strong children, youth, and family program.

First Congregational United Church of Christ, a vibrant congregation of about 1000 members, strives to establish and develop a shared ministry through professional employment relationships that nurture trust, fairness, compassion, and good stewardship. During the program year, we work with about thirty children on Sunday mornings and about thirty youth on Wednesday evenings – in addition to other events, outings, and worship services.

Essential Duties and Responsibilities include, but are not limited to, the following:

- Strengthen FCUCC's CYF ministries by building relationships with children, youth families, and volunteers while fostering belonging, fellowship, and faith growth.
 - Encourage and develop student leadership within the CYF ministry.
 - Demonstrate a commitment to nurturing and encouraging youth in their faith journeys.
- Plan, lead, evaluate, and improve CYF programming, including education, service, fellowship, and other ministry opportunities.
 - Prepare Sunday School lessons and materials. Lead one class each Sunday.
 - Prepare Youth Group lessons with the Director. Lead one of the youth groups each Wednesday evening.

- Lead or co-lead one or two youth trips with the Director of CYF, including overnight and weekend experiences.
 - Collaborate on the development and communication of CYF events and opportunities. This included volunteer outings and fellowship experiences.
- Demonstrate strong organizational, administrative, planning, and communication skills.
 - Work collaboratively with FCUCC staff in support of the church's mission, values, and intergenerational focus; serve as an advocate for youth ministry within the staff team.
 - Work with the Director to manage the CYF budget and resources.

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

- Recruit, train, coordinate, and encourage volunteers
 - Assign responsibilities, provide support, address concerns, and help resolve challenges through a ministry team approach.

Qualifications:

- Understand the developmental needs, interests, and expectations of children and youth.
 - Possess a bachelor's degree and/or equivalent experience in a related field.
- Exhibit a faith and values consistent with the mission and beliefs of the United Church of Christ and FCUCC.
- Possess a basic understanding of progressive Christian theology – perhaps having been part of Bible studies or other faith formation.
 - Demonstrate a commitment to lifelong learning and continued growth in understanding children, youth, and the values of the United Church of Christ.
- Exhibit professionalism.
 - Possess strong interpersonal, time-management, organizational, and delegation skills.
 - Demonstrate sound judgment, a positive attitude, and the ability to maintain confidentiality.
- Demonstrate proficiency with Microsoft Office and the ability to learn additional software and office equipment.
- Hold a valid driver's license.
- Offer of employment is contingent upon the successful completion of a background check.
- Complete safety training (1.5 hours) upon hire.
- Physical functions: ability to use staircases, walk, sit, bend, and lift twenty pounds.

July 2026

Effective Start Date: Immediately or by August 17, 2026

Reports to: Director of Children, Youth and Family Ministries

Hours: Part-time position (20 hours, with the possibility to increase based on performance and program growth) including most Sunday mornings and Wednesday evenings. Up to two overnight youth trips per year.

Compensation: Hourly, per Human Resources

Interested candidates are invited to submit a cover letter and resume, with at least three non-related references, to swilterdink@uccappleton.org.

Applications will be accepted until the position is filled.