**Director of Youth and Family Ministry**

**This is currently a non-ordained position offered by both Faith Presbyterian Church of Valley Village AND the Kirk O The Valley Church in partnership (thereby doubling the hours/pay). Because of this new partnership, this position could grow into an ordained associate shared between the two congregations.**

**Purpose**:

To maintain and build our ministry to children, youth and families through programming, counseling, guidance, instruction, worship and service alongside the whole of the church.

**Responsibilities**:

Plan curriculum and manage supplies for Sunday School.

Recruit and train volunteer teachers for Sunday School.

Plan children’s moment lesson during worship, recruit others to lead this moment in addition to yourself.

Recruit youth participants to assist during worship as ushers and/or liturgists.

Plan and manage supplies for “special events” (Easter-egg-stravaganza, Spring Youth Sunday, 4th of July Parade, Summer camp, Fall Youth Sunday, Fall Family Festival, Outdoor Movie Night, Christmas Pageant, Lock-ins, Mission trips/work).

Attend staff meetings.

Coordinate the leadership of committee meetings with Session-appointed chair.

Maintain an active contact list for all participants, communicate regularly with families about consistent as well as upcoming events and activities.

Prepare monthly reports for session, and/or the newsletter, as well as an annual report at the end of the year.

**Accountability:**

Reports to the Head of staff and the chair of the administrative committee; works alongside Head of Staff and the chair of the discipleship committee as well as other pertinent employees.

**Compensation**:

Based on candidates qualifications and experience. Hours are to be recorded on a time sheet submitted to the office manager weekly. The pay period is every two weeks on the 1st and 15th of the month.

**Benefits and paid time off**:

There are no health or life insurance benefits associated with this position. Appropriate social security, worker’s compensation and other payroll taxes will be paid by the Church.

In compliance with Secular Law out of Christian consideration 1 hour of P.T.O. is earned for every 30 hours recorded to a maximum of 30 days.

Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature)\_\_\_\_\_\_\_\_\_\_\_(Date)

Officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature)\_\_\_\_\_\_\_\_\_\_\_(Date)

Send resume to: faithpresvvchurch@gmail.com