

DIRECTOR OF CHILDREN'S, YOUTH, & FAMILY MINISTRY

Delta Community Presbyterian Church (DCPC)

1900 Willow Lake Rd., Discovery Bay, CA 94505

For Inquiries, contact: 925-634-0184 deltachurch@dcpcfamilly.org

New Position

WE SEEK a dynamic and creative person to join our team who is passionate about raising families to know Jesus. Do you feel called to be part of starting something new and dynamic in ministry? Then you may be called to lead DCPC's Children, Youth and Family Ministry. The goal of this critical ministry is to build a sustainable ministry that nourishes and impacts the faith life of children and families. DCPC is a medium size church with a growing congregation, a school serving pre-school through 5th grade children, an Awana program, and an active Sunday school. We are a warm and welcoming church family!

DCPC is part of the Presbyterian Church USA (PCUSA) and is located in the East Contra Costa County region of the San Francisco Bay Area in a township called Discovery Bay, known for its abundant water-based recreational activities. DCPC also serves nearby Brentwood, Knightsen and Oakley communities that have ample suburban and rural developments providing a high quality of life just outside the congestion of the Bay Area. The agricultural region is known for its fresh corn, spring cherries, u-picks and growing wine offerings. Its easy access to everything from the California coasts to the mountains make this a great location in Northern California.

The ideal candidate wants to further His Kingdom by serving in ministry to children and youth. He/She desires to be part of developing and growing a ministry and is excited about the challenge of helping to shape something new and impactful in the lives of families.

1. Principal Function

The Director of Children's, Youth, & Family Ministry serves as a member of the church staff. His/her main responsibility is to develop and lead ministries to, with, and by Children, Youth and their families. His/her main objective is to foster and nurture Christian faith and discipleship in visible, fruitful ways in children and youth in support of families.

2. Nature of Position & Accountability

This position is Part-Time to Full-Time (25-40 hours per week), depending on availability. Growth of ministry may require full-time work at future point. Required

hours on Sundays and on weekdays including Wednesday evenings, Thursday mornings, and as needed or planned for ministry. On-site office will be part of position, but flexibility in hours spent on-campus vs at home is available. Benefits, including vacation time off will be in line with other staff of church. Training in working with children, lay ministry, and working within Presbyterian denomination will be required as part of position. The director reports directly to the Pastor and is governed by the Christian Education committee and church session(board). The director will have a close relationship with All God's Children Christian School located on church campus, a preschool through 5th grade program with approximately 130 students.

3. Primary Duties & Responsibilities

- A. Further develop and implements DCPC's Vision for Ministry to Children and Families in our church, school, and community. At present program is small, giving opportunity to shape and grow a vibrant ministry with input and support from the current ministry team, church and school staff, and the entire church congregation.
- B. Plans and coordinates, in consultation with the Pastor and Christian Education Committee, a goal-driven, well-rounded, multifaceted program of Christian Education, including Sunday School, Bible Study, and Spiritual Formation for all young age groups, always seeking to involve both those in the community at large as well as in the membership of the church.
- C. Recruits, trains, resources and supports teachers and leaders for Sunday School and other Christian Educational and Formation ministries, including volunteers, chaperones, drivers, etc. Serves in partnership with church ministry volunteers, and assists the Pastor as required.
- D. Develops and organizes leadership of regular weekly meetings of youth program, grades 6-12. Plans and leads trips and off-site activities designed to foster spiritual growth and provide opportunities for fellowship through fun and recreation.
- E. Participates in AGC chapel and programs, connecting with students and families, in order to foster a connection to DCPC children and youth programs. Emphasizes youth program as a way for students to stay connected to the AGC/DCPC family and to each other after "AGC graduation".
- F. Attends worship at DCPC, participates in church activities in order to fellowship with church members and families of children and youth.
- G. Is up to date with, and uses, any and all communications media needed to connect and communicate with Children, Youth and their families on regular basis.

- H. Encourages and assists Children, Youth and College Age persons in participating in all facets of the church's life and work, particularly in worship leadership and responsibilities.
- I. Encourages and trains Youth in assuming leadership and planning responsibilities in the weekly meetings and other programs.
- J. Does regular "Contact Work" with students in off-site settings (school and community activities in which they are involved).
- K. Assists the Pastor with an annual Confirmation experience.
- L. Adheres strictly to DCPC volunteer policies with regard to teachers and leaders in all Educational and Formation ministries.
- M. Orders curriculum and other materials as needed for Sunday School, youth programs, etc.
- N. Coordinates the Christian Education calendar for the church, scheduling and publicizing events and offerings.
- O. Maintains overall responsibility of Awana program, supporting volunteers and leaders as needed, encourages connection to church and AGC services and programs.
- P. May work with volunteers and other churches to organize an annual Vacation Bible School program or other summer program for children and/or youth.
- Q. Provides reports as requested to the Pastor and session.
- R. With Christian Education elder, develops and submits to the Committee on Finance an annual budget for Christian Educational ministries, and oversees expenditure of the approved budget.
- S. Keeps a regular schedule of office hours.
- T. Keeps congregation well informed about the church's educational ministries by bulletin boards, the Sunday bulletin, the Reflections Newsletter, and the church website. Informs the wider community through external print and online media, banners on the church campus, and by every other means possible within budget.
- U. Performs other duties as assigned by the Pastor and/or Christian Education elder.

4. Qualifications & Characteristics

1. A Christian with a strong, demonstrated commitment to following Jesus Christ who is enthusiastic, energetic, and creative in Christian Educational and Spiritual Formation leadership. Experience in Christian educational leadership preferred.
2. Shows a passion for working with children, youth and families in ministry. Possesses a genuine concern for all people, and capacity to relate with all people in a sensitive, respectful way.

3. Demonstrated ability to work effectively, positively and cooperatively as part of a ministry team with other staff members and session elders and volunteers.
4. Demonstrated ability to creatively develop and lead programs and/or large group events.
5. Basic knowledge of child development and current youth culture.
6. Excellent organizational and administrative skills.
7. A Bachelor's Degree in Christian Education or a related field, or the equivalent of education and experience to perform the duties of the position.
8. Presbyterian background preferred but not essential.
9. Able to pass a Background screening, including providing references from previous jobs and ministry roles. Maintains current Driver's License (public transportation very limited).
10. Skills and understanding in use of "Social Media" and other technology for reaching youth and parents. Competent in use of basic church software, including Word, Excel and membership programs. Ability to learn and implement the use of new technologies for organizing, marketing, and creating ministry programs.