



10645 Perry Highway  
Wexford, Pennsylvania 15090  
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[wexfordcpc.org](http://wexfordcpc.org)

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## **Children & Youth Ministry Director**

**Job Summary:** The Children & Youth Ministry Director is a part-time ministry position responsible for leading, developing and reaching out, with a pastor's heart, to children and youth ages birth through twelfth grade. Working with paid staff and volunteers, this person will lead, promote and oversee all aspects of the spiritual formation of children and youth. This position will seek creative, innovative and dynamic means of spiritual discipleship and growth of the ministry through worship services, ministries and regular outreach events. Approximately 20 hours per week with the distribution of those hours, between children and youth responsibilities, determined by the current needs.

### **Qualifications:**

- Commitment of faith to Jesus Christ demonstrated through testimony and life witness.
- Deep, genuine love for children and youth and a passion to impact their spiritual growth.
- Bachelor's degree preferred.
- Active member/participant in a Christian church.
- Experience working with youth in a church context.
- Outgoing personality.
- Strong organizational and communication skills.
- Must have or obtain before employment current

### **Responsibilities:**

Develop, run and oversee a comprehensive ministry for children and youth including:

For children -

- Regular programs and events (e.g. Kids Jam)
- Vacation Bible School and other seasonal programs and events (e.g. Trunk or Treat, Easter Egg Hunt)
- Occasional special events

For youth -

- Regularly scheduled fellowship program.
- Youth weekend retreats – two or more annually.
- Youth service and mission projects.
- Annual youth mission trip.
- Regular in-person contact with children, youth and parents.

- Regular communication with children and youth via phone, text, email and/or social media.

For ministry area -

- Encourage and nurture volunteer involvement in children and youth programs.
- Regular communication with parents and church congregation – in-person, electronic and social media

**Other communication and ministry tasks:**

- Participation in worship leadership with Pastor, including occasionally preaching and leading children’s sermon.
- Identify, encourage and facilitate opportunities for youth and children to participate in worship services, including possible Youth Sunday services.

**Other administrative tasks:**

- Prepare and manage annual children and youth program budget.
- Manage program spending including maintaining expense records.
- Attend meetings and participate in programs of Christian Education Committee.
- Prepare and submit to Session monthly children and youth ministry reports covering programs, initiatives and outcomes.
- Attend Session meetings, upon request, to discuss ministry.
- Attend supervisory and staff meetings as scheduled by Pastor.

**Long term goals:**

- Develop and nurture collaborative opportunities with Wexford Children’s Center.
- Create spiritual and social nurturing opportunities for college students and young adults.

**Reporting Relationships:**

Work in close cooperation with Pastor, Office and Communication Coordinator, other WCPC Staff, Christian Education Committee and leadership volunteers. Periodically report, as requested, to Session and the Nominating and Personnel Committee.

**Compensation:** Salary is negotiable based on skills and experience.

**Job Opening Date:** The position is currently open.

**Contact Information:** Interested candidates may apply by sending a resume and cover letter to [office@wexfordcpc.org](mailto:office@wexfordcpc.org)

**About our Church**

Wexford Community Presbyterian Church is composed of a diverse group of Christians from all walks of life, seeking to know God better in all things and to respond to God's love for us with love and service from the world. Since our inception in 1958, we have sought to serve God by serving others with the love of Christ, to bear witness to God's loving action in the world, and to share that experience with all that we meet.

Our mission is to be a community that strives to love God and love people, and to demonstrate that love in all that we say and do.

Our vision is to be a beacon of God's light as we actively participate in God's work in our church, our community, and the world through worship, study, fellowship, and service.

We are a Presbyterian church in the Presbyterian Church (USA).

This means that we are a protestant denomination that believes that: God is good, God is in control, God loves EVERYONE, and God makes us new. We live our lives in response to these realities.