

Wexford Community Presbyterian Church
Director of Youth, Family and Communications Ministries

Job Summary: The Children & Youth Ministry and Communications Director position is responsible for leading, developing and reaching out, with a pastor's heart, to youth, ages birth through twelfth grade, and their families as well as maintaining and coordinating church communications, record keeping, publications, website and social media, and building usage. This is a joint ministry and administrative role that works with both paid staff and church 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 35-40 hours per week will be split between youth and family responsibilities and administrative needs, as determined by the pastor and congregation.

Qualifications:

- Commitment of faith to Jesus Christ demonstrated through testimony and life witness and desire to use God-given gifts relevant to the position.
- Deep, genuine love for children and youth and a passion to impact their spiritual growth.
- Active member/participant in a Christian church.
- Experience working with youth in a church context
- Able to work independently, multi-task and detail oriented
- Outgoing personality, strong communication skills
- Dependable, with high integrity and confidentiality
- Strong organizational skills and fluency in Microsoft Office suite and copy editing
- Proficiency and understanding of social media (Twitter, Instagram, Facebook, YouTube).
- Creativity and positivity required
- Willingness to be flexible with scheduling and tasks
- Experience using email management programs, such as MailChimp, a plus
- Bachelor's degree preferred
- Administrative/office management experience is preferred but not required
- Must have or obtain before employment: current PA State Criminal and Child Abuse clearances and FBI Fingerprint clearances

Responsibilities:

Administrative

- Produce and distribute church communications/publications including Sunday bulletins, weekly email newsletter, special emails/mailings and reports
- Update and maintain social media and website, physical and digital church calendar and records
- Record financial giving and deposit information and work with financial volunteers
- Monitor main door access and coordinate building usage by staff, congregants & outside parties
- 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
- Report updates to Session and Nominating & Personnel Committee, as requested
- Attend supervisory and staff meetings as scheduled by Pastor
- Other duties as assigned or requested by staff and church leadership

Ministry

- Develop, run and oversee a comprehensive ministry for youth and families including:
 - 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
 - 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
 - Regular communication with parents and church congregation – in-person, electronic and social media
 - Encourage and nurture volunteer involvement in children and youth programs

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.

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, other WCPC Staff, Christian Education Committee and leadership volunteers.

Compensation: Starting salary \$35k, with or without benefits

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

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 to 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.