

Director of Children and Youth Ministry

The Open Door, PC (USA), Pittsburgh is seeking a Part-Time Director of Children and Youth Ministries. We are looking for an enthusiastic, humble individual to help children from preschool-age through high school learn to walk in the way of Jesus. We are a congregation of approximately 70 members attending worship on Sunday morning and approximately 5-10 children attending.

PURPOSE: The Director of Children and Youth Ministry will oversee, coordinate, and implement programming for children and youth at The Open Door with the goal of continued growth in the Christian faith for the children, youth and community.

ACCOUNTABILITY: The Director serves under the direct supervision of the Pastor.

QUALIFICATIONS: Relationship with the Triune God and a passion to share God's love with children and youth. Experience working with children is required. A degree in education, ministry, or child-related field is preferred. Prior to hiring, a thorough background check will be completed.

GENERAL: Part-time employment (15 hours per week) can begin flexibly as early as June 2024 and no later than September 2024.

The Director of Children and Youth Ministries provides leadership, vision, and direction in the areas of intergenerational worship, children and youth programming, and volunteer support. This includes:

1. Listening to the needs of children, youth and families of The Open Door, and communicating those needs to the pastors and session.
2. Recruiting and training volunteers (e.g., teachers, helpers).
3. Ensuring reliable programming is available for all children and youth.
4. Chairing the Children's Ministry Team.
5. Collaborating with other ministry teams of The Open Door.

RESPONSIBILITIES:

1. Direct the Sunday morning opportunities (worship and classes) for spiritual growth of children in preschool through 5th grade.
2. Provide support for leaders of "412," our youth group for Grades 6-12, which meets twice monthly. Occasionally attend these gatherings.
3. Oversee the administrative and logistical details of both the children and youth ministries with support from the Children & Youth Ministries team, the part-time church administrator, and the pastoral staff.
4. Recruit and provide training opportunities for teachers, assistants, and mentors.
5. Coordinate childcare and children's enrichment during adult small group times.
6. Collaborate with the part-time church administrator to collect, file, and maintain volunteer clearances in accordance with the Safe Church Policy.

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7. Coordinate with the pastoral team and the Children & Youth Ministries team to develop intergenerational worship and spiritual formation.
8. Participate in monthly program staff, bi-monthly children's ministry team meetings, and bi-monthly worship design meetings.
9. Purchase and maintain materials for children and youth programs.

COMPENSATION: \$20 - \$25 per hour. PTO is available. Medical benefits can be negotiated as part of total compensation.

EVALUATION: Performance reviews will be conducted bi-annually by the Personnel Team and Pastoral Staff to discern continuing ministry.

SKILLS:

1. Experience developing a vision for working with children in a ministry leadership capacity
2. Strong communication and organizational skills
3. Ability to integrate diverse needs and theologies of the families of our church
4. Willingness to attend professional training to enhance knowledge and skills in Christian and youth ministries
5. Computer skills (e.g., Microsoft Office, Power Point, basic email competence)

Please send a resume to katierobbsewall@gmail.com. Contact Katie Robb Sewall, Chair of Personnel Committee, for more information about the position. Visit our website for more information about the church: [www.https://www.pghopendoor.net](https://www.pghopendoor.net)