

## **First Presbyterian Church of Cedar Falls**

### **Position Description**

#### ***Children, Youth and Families (CYF) Ministry Leader***

#### **OVERVIEW:**

The CYF Ministry Leader provides leadership and support that engages children, youth and their families in programming that promotes sound biblically based faith development in a safe welcoming environment.

This is an hourly position for sixteen hours per week over forty-one weeks scheduled August through May. Requires teaching on Sunday mornings September through May, leadership in the summer for Bible school activities, and other occasional seasonal events throughout the year. Volunteer staff education and some other activities may require evening or occasional week-end time. Planning time is flexible requiring some regular office time and virtual meetings (Zoom), along with ability to work from home.

#### **ACCOUNTABILITY:**

Accountable to the pastor and head of staff through the CYF committee of the Congregational Ministries Team.

#### **DUTIES:**

Lead, plan, coordinate and act as lead teacher for children and youth ministry which includes:

- Weekly Sunday morning programming September through May,
- Vacation Bible School,
- Occasional special seasonal events such as the children's Christmas Program,
- Youth ministry, and
- Volunteer staff education

Select and apply curricula resources for children and youth, kindergarten through grade 12.

Assure that curriculum and supplies are ordered and maintained.

Prepare lesson plans and compile packets of materials for learning activities.

Provide regular communication and activities with the congregation that keep church members connected to our children and youth and the church's ministry to them and their families.

Engage and coordinate church volunteers to assist in program activities including preparation of materials.

Provide virtual educational opportunities when applicable.

Maintain accurate records of plans, schedules, attendees, tasks and volunteers.

Manage and track the CYF ministry budget and spending following the church finance policies and procedures. Report monthly to the CYF committee.

## **QUALIFICATIONS**

A solid foundation in progressive Christian values and beliefs.

Education or experience in childhood education with experience in Christian education for children and youth preferred.

Ability to engage and inspire children, youth and families in programming that nurtures a sound biblically based faith in a safe, inclusive environment.

Proficiency in the use of social media, and general computer applications.

Experience in leading activities through virtual environments using available applications and strategies for connecting with families and children at home.

Effective written and verbal skills.

Success building and maintaining collaborative relationships with parents, staff, and congregation.

## **COLLABORATIVE PARTNERSHIPS:**

This position works in partnership with parents, volunteers, children's music leader, accompanist (for planning and coordinating music program), minister of administration, and ministry teams of session.

## **COMPENSATION:**

Hourly compensation ranging from \$19- \$21 based on experience and qualifications.

## **ADDITIONAL REQUIREMENTS**

Current certification in CPR, First Aid procedures

Up to date training as a mandatory reporter for child abuse. Must complete training every three years.

Training will be made available to candidates and staff who do not have current certification or documentation. All certifications are required of current staff working with children.

Approved 12-13-2021