



## **POSITION DESCRIPTION:**

### **Director of Children and Youth Ministries**

**PT/FT**

St. Andrew Presbyterian Church, located in Purcellville, VA and part of the National Capital Presbytery (NCP) of the PC(USA), is seeking a new, part-time/full-time **Director of Children and Youth Ministries (CYM)** to join our ministry team. The primary responsibility of the Director will be to help plan and manage implementation of the church's Children and Youth Ministries (CYM).

St. Andrew is in an exciting period of growth and transition. With many young families joining our intergenerational church post-pandemic, we wish to evaluate, design and implement programming under our CYM that is: 1) Responsive to families' interests; 2) Proactive in fulfilling their needs for worship, spiritual growth, fellowship, and service; and 3) Thoughtful and effective in helping families engage with the church.

St. Andrew also expects to evaluate all of its ministries in the next year or more, with the goal of learning, growing, and challenging ourselves so that we can be even more effective in expanding the Kingdom. These efforts are clearly linked, and the new Director is expected to play an important role in both. In the next 1-2 years, St. Andrew wishes to see increased participation in its CYM programming as well as increases in church membership overall.

The CYF Director's specific responsibilities will include the following:

- Facilitate the planning and implementation of Sunday morning CYM programming, including curriculum selection and volunteer leader recruitment and training (currently rotating teams)
- Plan, lead and grow St. Andrew's existing and thriving middle and high school youth group; build strong relationships with these young congregants to grow within their faith development. Identify and build engaging content; respond to the participants with strong leadership and respect, as well as a broad theological knowledge aligned with PC(USA) values.
- Lead or recruit leaders for travel for Middle/High School summer and mid-year retreats (recent examples: MS Summer (Massanetta, four days); HS (Montreat, seven days); weekend Confirmation Retreats; weekend HS Keep Awake (Massanetta))
- Facilitate the planning and implementation of St. Andrew's annual Vacation Bible School (VBS) and Christmas pageant, including recruitment of volunteers, selection of curriculum (VBS), and coordination of costumes (pageant) and meals (VBS).
- Support the planning and implementation of other single-day CYM activities such as: Rise Against Hunger, Trunk or Treat, Church Retreat, Advent Workshop, and Soup-er Bowl Sunday.
- Collaborate with church members and leadership to create and evaluate new opportunities for family engagement and nurturing at St. Andrew
- Identify and nurture opportunities for shared ministry between St. Andrew and the Neighborhood Learning Center, a childcare & pre-school founded by the church and co-located on church grounds

- Identify and nurture opportunities for intergenerational ministry at St. Andrew
- Participate in and occasionally lead services of worship
- Participate in regular evaluation of St. Andrew ministries and related strategic planning & actions
- Maintain a departmental budget.
- Attend professional development approved training and retreats/sabbaths such as APCE Annual Event, Montreat ARWC, Massanetta B&CM in order to maintain currency on best practices, CYM opportunities, and vendor opportunities. Become active in local Christian Education communities, as available.

A successful candidate should possess the following:

- A heart for Jesus and God's people and a willingness to serve
- Experience in leading position-relevant programming in a church setting
- Creativity, enthusiasm and a willingness to try new ideas to refresh and grow CYF at St. Andrew
- Thoughtfulness, intentionality, and a willingness to search *with* the congregation
- Ability to work well in a small office environment as well as in large, loud groups
- Recognition that this position maintains a level of seasonality in levels of preparation and implementation and prospective travel — summer travel spikes, and autumn through spring maintain weekly consistency.
- Ability to identify seasonal activities across the calendar; work with church administration to prepare advance marketing, distribution, coordination, waivers, volunteer recruiting and efforts, and implementation. Coordinate with admin staff and volunteers after events to identify weaknesses, and build on strengths; build institutional knowledge about events.

The Director of Children and Youth Ministries will be expected to work closely with St. Andrew's CYM Committee, the Pastor and the church's members and volunteers. The Director is a part-time, paid position (20 hours per week), primarily supporting St Andrew Presbyterian Church, with an additional opportunity for full-time shared role. Part Time salary of \$30,000/year; Full Time salary negotiable upon discussion. Benefits Include: health care, PTO, Comp Time, discounted childcare.

St Andrew Presbyterian Church is a PC(USA) organization, has a preference for candidates with a DCE/CCE designation, and may consider ecumenical applicants.

Questions about this position may be directed to Priscilla O'Donnell, Chair St. Andrew Presbyterian HR Committee ([priscilla.odonnell@standrew-pres.org](mailto:priscilla.odonnell@standrew-pres.org)). To apply, please send a one-page statement of interest as well as a resume and contacts of at least three (3) professional references to the email address noted above. **Applications must be received no later than April 15, 2025.**