

Minister for Spiritual Growth
First Presbyterian Church of Arlington
601 N. Vermont St.
Arlington, VA 22203
fpcarlington.org

Summary

The **Minister for Spiritual Growth** is the staff person primarily responsible for guiding Christian education and mission at First Presbyterian Church with primary leadership of the children's and youth ministries. The Minister will report to the Pastor as a supervisor and work with the Children's and Youth Ministry Team (CYMT), Adult Spiritual Growth Team (ASG), and Mission Team on programming. The position is a full-time (exempt) salaried, non-ordained position open to both ordained and non-ordained candidates.

Job Objective

Maintain and grow a diverse set of educational and mission offerings for children, youth, and adults at the First Presbyterian Church of Arlington, Virginia in order to equip participants and members of all ages to grow in Christian faith and actively serve the world.

Responsibilities

The Minister for Spiritual Growth oversees children's and youth ministries (roughly 70% of focus area), adult educational programming (roughly 10% of focus), international and local mission programs (roughly 10% of focus), and supports worship (roughly 10% of focus) at First Presbyterian Church.

Christian Education for Children and Youth (70% of focus)

- Create a welcoming, affirming, and safe space for all children and youth to explore their faith.
- Plan and direct the weekly Sunday school ministry for children (age 3-12th grade), including but not limited to teacher/shepherd scheduling; curriculum selection; classroom reset and prep for new season as well as weekly needs; fill in as teacher/shepherd as needed; coordinate with other ministries for classroom needs (e.g., ESL, crafting group).
- Select and recommend to CYMT curricula and other educational materials for use by children and youth in their learning activities based on CYMT Visioning, Goals and Core Competencies.
- With Pastor and CYMT, develop a plan for Confirmation classes. Teach classes along with Session members and Pastor.
- Lead or arrange training for volunteers, including training in teaching strategies, church policies, and behavior policies.
- Maintain the roster of children and youth regularly attending church and Sunday School including tracking attendance; regularly checking in with

families; and following up with new families attending as well as regulars who no longer attend.

- Ensure that volunteers, parents, and children understand relevant church policies, especially our child protection policy; facilitate compliance with policies (e.g., background checks, two adult rule, driving policy); lead training sessions with Session, Deacons, and Trustees;
 - Participate in a review of policies every two years with CYMT.
- Develop a programming calendar for the year, coordinate recruitment to fill teaching positions including direct outreach to potential teachers.
- Work with session members to find leadership opportunities for youth including serving on committees and spearheading mission opportunities.
- Serve as a resource to parents to nurture spiritual growth.

Special Programming

- Lead and organize at least two community-facing events each year: Currently, Fall Festival with Trunk or Treat and Annual Easter Egg Hunt.
- Encourage and facilitate fellowship activities for pre-K to 5th graders and their families (e.g., Family Bowling, Parent's Night Out).
- Develop and lead at least 4-5 fellowship activities or events attractive to youth (e.g., Sandy Spring Ropes Course, Lock-In, Ski trip with other churches in January).
- Oversee planning and operation of abbreviated summer Christian learning and fellowship opportunities for children.
- Lead or recruit others to lead or chaperone Children and Youth special events and trips.
- Organize and attend up to four summer fellowship and mission trips for middle school and high school youth.

Nursery

- Oversee nursery staff.
- Oversee nursery program, including parent and nursery staff concerns/needs.

Communication/Outreach

- Maintain communication with parents and families via in-person communication, weekly emails to families, texts to families, bulletin inserts, flyers, articles for church newsletter, and the Children and Youth Ministries section of the website.
- Foster relational ministry with youth, while following church policies. Maintain communication through texts, email, social media, and attending school or other events, etc.
- Reach out to families who are struggling or in the midst of transitions or life changes to ensure that church is able to help or accommodate where possible.
- Explore/maintain potential collaboration with other youth workers in Presbyterian congregations in the community for youth activities including, but not limited to the current January ski trip.
- Develop a parent survey and annually survey parents, or a representative group of parents, to get feedback regarding CYMT programs.

- Coordinate with internal groups such as Session, Fellowship, and Worship teams, and others as necessary. Attend meetings with staff, CYMT, or others as needed for CYMT joint projects.
- Assist Elder of Children and Youth Ministry Team in developing the annual budget.

Adult Spiritual Growth (10% of focus)

- Work with the Adult Spiritual Growth (ASG) team to strengthen existing educational programming and develop new programming focused on all stages of life, faith Growth and spiritual growth.
- Attend monthly ASG meetings.
- Assist in coordinating scheduling and announcement of special ASG events - guest talks, training sessions, and other events.
- Foster intergenerational learning opportunities, when appropriate.
- In coordination with CYMT, develop a program focused on bridging the period between “youth” and existing adult spiritual growth programming.
 - Include local individuals as well as church members away at college, military or other reasons to maintain connection.

International and Local Mission (10% of focus)

- Work with the mission committee to strengthen existing mission offerings (both locally and internationally) and develop new mission opportunities for church members of all ages.
- Attend monthly mission committee meetings.
- Foster intergenerational mission opportunities, when appropriate.
- Interface with local churches to identify joint opportunities for mission.

Worship (10% of focus)

- Oversee and lead the “Time with Children” sermon during Sunday worship service or recruit volunteers.
- Preach up to 8 times per year in coordination with the Pastor (primarily during Pastor’s study leave and vacation).
- Assist with other worship services and needs, as appropriate.
- Work with Pastor, teachers, parents and Worship Ministry Team on leadership opportunities for children and youth during worship service.
- Work with Pastor and Worship Ministry Team to identify opportunities for individuals of all ages and all abilities as part of their faith Growth journey.
- Work with Pastor and Worship Ministry Team to identify opportunities to incorporate lessons from Mission into the worship service.
- Oversee, coordinate, and lead Godly Play Worship for ages 4 through 2nd grade during 11 am worship from September through June.
- Serve as leader for planning and implementing annual Children and Youth Christmas Eve worship service.
- Plan and implement biannual youth-led services (e.g., Summer Sharing Sunday, in September and Youth/Graduation Sunday in May/June).
- Coordinate with the music director on children’s choir leadership and logistics, including assessing interest.

Qualifications

- College degree or commensurate experience required.
- Experience leading Christian Education and mission programs preferred.
- Strong sense of God's love and a calling for working with children, youth and parents.
- Demonstrated project management and organizational skills with a specific ability to prioritize and work independently.
- Ability to effectively communicate with a wide constituency.
- Ability to work as a team player and advocate for CYMT priorities.
- Understanding of and commitment to the reformed faith tradition.

Accountability

- The Minister for Spiritual Growth reports to the Pastor/Head of Staff, is accountable to the Session and will work with the CYMT, mission committee, worship, and ASG team, as appropriate.
- The Minister will have an annual performance evaluation conducted by the Personnel and other teams listed above.
- The Minister is also subject to all of the provisions of the First Presbyterian Church Personnel Policies.

Compensation and Leave

Compensation and leave will be negotiated with candidates individually and will be commensurate with ordination status, experience, and individual needs.

Mandatory Work Days: Palm Sunday, Easter, Christmas Eve.

Please email a resume and cover letter to cymtsearch@fpcarlinton.org.