

Community Mennonite Church of Lancaster

Position: Director of Children and Youth Programs (.50 FTE)

Duties:

1. Coordinate and oversee the vision for children and youth programming
 - a. Work with parents and the congregation to annually review the level of program sustainable for the coming year, develop and implement our vision for children and youth ministry in all aspects of our program.
 - b. Provide communication links and coordination between different parts of our children and youth ministry
 - c. Be available to teachers/leaders 3 out of 4 Sundays mornings and encourage support of teachers/leaders through letters, phone calls and planned appreciation events
 - d. Participates in and resources Children and Youth Christian Education Committee.
2. Coordinate and resource children and youth volunteers
 - a. Provide nurture and coaching to support volunteers to share their faith with children/youth as they work with them.
 - b. Provide opportunities to volunteers to develop skills for working with groups of children/youth
 - c. Provide volunteers with information about age-appropriate child/youth faith development
 - d. Serve as a resource person for all teachers and leaders, individually and in group events
 - e. Oversee three areas of Child Safety policy: organize clearance papers of volunteers, continue education of childcare workers, schedule periodic evaluations of the policy in conjunction with Program Commission.
3. Incorporate children and youth into congregational life
 - a. Coordinate efforts of committees to involve children and youth in worship and service through Program Commission.
 - b. Coordinate with the Children and Youth Christian Education committee to communicate children/youth activities to the wider congregation (bulletin announcements, newsletter, email, etc.)
 - c. Be visible in worship leadership periodically – children’s story, scripture reading, or leading prayer.
 - d. Meet regularly with Pastors for planning and coordination

Accountability:

1. The Director of Children and Youth Programs will be accountable to the congregation through the Staff Relations Committee
2. Day-to-day supervision will be provided by the lead pastor. This includes reviewing workload, addressing overall needs, discussing performance and the congregational context.
3. The director will name an advocate who can represent her/his interests to the SRC
4. The SRC will conduct performance evaluations annually with input from the lead pastor and persons with whom director works.

Qualifications:

1. Vision and passion for children and youth ministry
2. Comfortable and confident in own faith/spirituality and able to share it effectively with others
3. Background in education or child development
4. Able to empower and equip others and to delegate responsibilities
5. Excellent communication, organizational and administrative skills
6. Able to relate well to persons of all ages
7. Some biblical/theological understanding and/or the willingness to use available resources and acquire further knowledge and skills
8. Committed to an Anabaptist expression of the Christian faith and involvement in CMCL’S congregational life. (See 1C and 3C)

Revised 12-04-02

Revised 12-14-05, changes accepted by CMCL Council

Revised 09-24-08, changes accepted by CMCL Council