

PART TIME JOB

Director of Children's and Youth Ministry
Harmony Creek Church
United Church of Christ
901 E. Stroop Rd
Kettering, OH 45429
www.harmonycreekchurch.org
humanresources@harmony-creek.org

Job Type: Part Time

Salary: \$17,680 per year

Schedule: 20 hours per week. Hours may fluctuate from week-to-week or month-to-month depending on special events but on average will be 20 hours per week. Hours include Sundays and occasional Saturdays and may include occasional evenings both on the weekend and during the week. Flexibility in hours during non-programmed event times.

Interested Parties should submit a resume to:

humanresources@harmony-creek.org

BACKGROUND

Harmony Creek Church seeks to be a leading, inclusive voice for progressive Christianity in the Miami Valley of southwest Ohio. We are striving to create a rich and vibrant learning and faith community that gives voice to a meaningful and compelling experience of Christianity in our contemporary context. As progressive Christians, we affirm that the teachings of Jesus provide a core way to experience the Sacredness and Oneness of life, but we can draw from diverse sources of wisdom in our spiritual journey. We find grace in the search for understanding and believe there is more value in questioning than in absolutes. As a United Church of Christ congregation, and in line with our Open and Affirming designation within the UCC, Harmony Creek welcomes full inclusion of persons from all faith traditions (or no tradition), and without regard for sexual or gender identity. We trust that diversity in all its forms more fully bears the image of God.

POSITION DESCRIPTION

The Director of Children's and Youth Ministries shall teach, lead and serve the church as a trusted and valued part of the staff. The primary focus of the Director of Children's and Youth Ministries will be on the church's Children's and Youth Ministry Programs. The Director shall be responsible for the development, coordination, and administration of its programs, curriculum planning, all special events, and involving the children and youth into the life and ministry of the church. All Children's and Youth classes and programs will reflect our inclusive voice for progressive Christianity and fully inclusive community.

SPECIFIC RESPONSIBILITIES

- A. Administer the Children's program to include teaching children on a weekly basis in-person and/or virtually. Organize, lead, promote and plan for special events, that may include Our Whole Lives (OWL) for children through 6th grade, Christmas, Easter, Vacation Bible School/Summer Schools Out, and programming for special worship services or congregational meetings, as well as other programs of fellowship and challenge.
- B. Administer the Youth program to include teaching youth on a regular basis in person and/or virtually. Organize, lead, promote and plan for special events that may include OWL for youth grades 7 through 12, camps, Confirmation, retreats, service projects, and fun activities as well as other programs of fellowship and challenge.
- C. Recruit, incorporate and supervise volunteers for children's and youth programming/projects by identifying and inviting potential volunteers (parents and advocates) into the program and by raising the visibility of the program and its needs among the congregation. Programming may also include collaborating with other Harmony Creek Church ministry teams and churches. Facilitate regular planning meetings with lead volunteers. Keeps rooms clean and sanitized utilizing CDC guidelines and keeps rooms organized and stocked with supplies within budget. Teach and maintain the Safe Spaces Policy for Children and Youth to all volunteers.
- D. Care for Parents and Families of children and youth through support and regular communication as well as welcoming and incorporating new families into the children's and youth ministry program.
- E. Implement policies and procedures established by the Education ministry team including the Safe Spaces Policy for Children and Youth. Responsible for all aspects associated with the screening of volunteers who work with children and youth to include interviews and background checks across all categories in the Safe Spaces Policy for Children and Youth. Maintains confidential files and performs periodic updates to screenings as outlined in the Safe Spaces Policy for Children and Youth policy. Develop, maintain and have accessible *In Case of Emergency*, a current and updated list of names, phone numbers and addresses of children and youth involved in the program.
- F. Meet with Pastoral Staff on a regular basis to plan and review programming to ensure that the Children's and Youth Ministry is in sync with the programming and planning of the rest of the church and in keeping with the vision and values of the church and that The Children's and Youth program offers theological consistency. Meet with Education Ministry team periodically. Participate in weekly staff meetings, Council Retreats, reflection/listening sessions, new member classes, and other church-wide related planning events.

- G. Submit information for Currents each month, This Week At Harmony Creek each week, and the church Bulletin weekly and for special services. Information meets publication/printing deadlines and is provided in a final format with accurate information.

QUALIFICATIONS

A. Required

1. HS Diploma required, college degree preferred.
2. Excellent organization skills: i.e. ability to multitask and prioritize work.
3. Ability to communicate effectively both orally and in writing.
4. Ability to work independently with little supervision.
5. Ability to work collaboratively with children's and youth leader volunteers, ministry teams and pastoral staff.
6. Ability to maintain confidentiality in all matters.
7. Possess and demonstrate good people skills in recruiting, leading, and bringing diverse people together for effective ministry.
8. Possess a clear understanding of progressive Christianity and the ability to share it in a developmentally appropriate manner and a respect for the mission and values of Harmony Creek Church.

B. Other desirable skills

1. Experience working in church educational programs, especially with children and/or youth.
2. Experience teaching children and/or youth.
3. College degree in education.
4. Daycare and/or preschool certification.

POSITION

1. Part time at 20 hours per week. Hours may fluctuate from week-to-week or month-to-month depending on special events. Hours include Sundays and occasional Saturdays and may include occasional evenings both on the weekend and during the week. Flexibility in hours during non-programmed event times. Present for all Sunday services. Sundays may be taken as vacation time with pre-approval from the Lead Pastor. Present for all Children's and Youth special events programming. Arranges for coverage when there are planned absences.