

Job Description
Director of Children, Youth and Family Ministries
at Okemos Community Church

Reports to: Lead Pastor

Status: Full Time Salaried

Supervises: Youth Director/Leaders, Sunday School Volunteers, and Nursery Workers

Job Summary:

The Director of Children, Youth and Family Ministries provides visionary leadership and direction for the faith formation of the church's children, youth, and their families. The Director will work alongside faithful ministry volunteers and recruit others to the team, developing a cohesive and fun discipleship ministry. The Director will embody God's love and grace, demonstrating an inclusive love and welcoming all people to participate in this community of faith.

Essential Functions:

- Sustain and expand ministries for children, youth, and families that support faith formation and integrate children, youth, and families into the life of the church.
- Recruit, train, supervise, and support volunteers for children's and youth ministries.
- Plan and publicize family-oriented church events (e.g. trunk or treat, fall kickoff)
- Maintain the church's relationships and connection with college students
- Collaborate in worship planning to include and engage children and youth in worship experiences.
- Facilitate clear and consistent communication with families in the congregation.
- Ensure the OCC Safe Sanctuary Policy is followed in all children's and youth ministries.

Other Responsibilities:

- Participate regularly in staff meetings.
- Develop and maintain good working relationships with each staff person.
- Serve as staff person on the Christian Education Committee.
- Be visible and available to the congregation, building and maintaining relationships especially with key volunteers, leaders, and ministry participants.
- Other duties as assigned by the Lead Pastor.

Qualifications:

- 4-year degree in church, religious studies, or equivalent professional experience developing and implementing discipleship programming for children, youth, and families
- A sense of calling to ministry with children, youth, and families
- Recognize the dignity and equality of all people
- Comfortable using and learning necessary software applications, including: Microsoft Office products, Planning Center database, Canva, and social media
- Ability to effectively communicate by email and in-person

Physical Requirements:

- Able to answer phone calls, type, and use a computer
- Able to drive a vehicle (current driver's license and proof of insurance)
- Able to attend evening meetings
- Able to actively participate in youth experiences