

Children + Youth Director (CYD) Job Responsibilities

This position is part-time, providing coordination of Christian education programs for the children and youth of New Castle Presbyterian Church throughout the year. The Director reports to Pastor as Head of Staff.

The Director will have an annual performance review with the Resource Development and Christian Education Committees, which will inform a potential contract renewal annually by the Session of New Castle Presbyterian Church.

Schedule: Flexible days and hours during the week. Required hours include:

- Sundays: 10:00 – 12:00 during the school year
- Christian Education Committee meetings on the 3rd Tuesday of each month, approximately 7-8:30 p.m.
- Seasonal events including Easter Fair (Saturday before Easter), Vacation Bible School (second week of July), Pumpkin Party (last weekend of October), and others as scheduled

Compensation: 10 hours/week at \$18/ hour

Areas of Responsibility

WEEKLY

1. Prepare weekly lessons for the Sunday School class (Kindergarten through 5th) and Nursery (birth through Pre-K), in accordance with the chosen curriculum (i.e. print activity sheets, plan related games, gather necessary supplies, etc.)
2. Send a reminder to Sunday School and Nursery volunteers a week in advance of the assigned Sunday and provide a copy of the lesson
3. Lead the Sunday School class in weekly lessons, including curriculum activities, prayer requests, receiving of offering and Gifts of Love donations
4. Ensure classrooms and Nursery are organized and adequately stocked with age-appropriate materials, as well as first aid kits and cleaning materials
5. Facilitate Gifts of Love donations from Sunday School families
6. Submit reimbursement receipts to Church Treasurer for any expenses and track hours to be submitted to Pastor and Treasurer

MONTHLY

1. Attend CE Committee meetings and report on past month's activities and any concerns/ideas
2. Communicate Sunday School expenses with Christian Education Committee and adhere to the budget parameters set by the Christian Education Committee
3. Coordinate middle school and high school events
4. Communicate with families, informing them of upcoming Church programming, as well as outreach to the broader community about upcoming events
5. Submit any announcements (e.g. Gifts of Love) for the church bulletin and/or monthly newsletter to the Church Office
6. Maintain an up-to-date log of approved Sunday School and Nursery volunteers, including dates of completed background checks, trainings, and signed documents. Provide all original training documentation and certificates to Church Office. Provide a copy of the up-to-date approved volunteer log to Church Office at least monthly and upon request.

QUARTERLY/SEASONALLY

1. Anticipate and assist in curriculum ordering with Church Office
2. Coordinate a schedule for Sunday School and Nursery volunteers
3. Communicate with Sunday School and Nursery volunteers about events, changes, needs, etc.
4. Coordinate with Pastor and Bell Choir Director regarding opportunities for Sunday School children to take part in worship service, through music, scripture sharing, Advent Candle lighting, etc.
5. Coordinate with Mission Committee regarding opportunities for Sunday School children to participate in mission projects (e.g. Ditty Boxes for the Seamen's Center, Spirit of Christmas ornaments)
6. Coordinate/ collaborate on other events as outlined below in the annual schedule.

ANNUALLY

January

1. Family painting event or other indoor activity

February/March:

1. Coordinate Sunday School hosting of one Sunday morning Coffee Hour
2. Distribute information regarding summer camps
3. Collaborate with the Christian Education Committee in choosing a Vacation Bible School curriculum
4. Planning for Easter Fair (Saturday before Easter)

April:

1. Host Easter Fair (Saturday before Easter)
2. Explore Sunday School and Nursery curriculums for the next school year and provide curriculum recommendations to the Christian Education Committee for approval
3. Review needs for the next school year with the Christian Education Committee

May/June:

1. Collaborate with Pastor and Christian Education Committee to plan Graduation recognition
2. Recruit teachers and volunteers for Vacation Bible School
3. Coordinate promotion of Vacation Bible School, including participation in the Separation Day Parade
4. Collaborate with Pastor and Bell Choir Director to create the Vacation Bible School schedule
5. Display Sunday School and Nursery art and/or projects on Youth Sunday

July/ August

1. Host VBS – Second week of July (evenings)
2. Renew classroom and Nursery décor
3. Recruit Sunday School and Nursery volunteers
4. Coordinate and implement annual Sunday School and Nursery Volunteer Training(s) for all volunteers, including a review of the Code of Conduct for Ministry with Children and Youth, Child Protection Policy, and Sexual Misconduct Policy
5. Send Student Registration Forms to all church families with children
6. Update the Sunday School and Nursery binders to include updated Student Registration Forms and an up-to-date copy of the Sunday School/Nursery Procedures, Child Protection Policy, Sexual Misconduct Policy, and Code of Conduct for Ministry with Children and Youth
 - a. Outdated Student Registration Forms must be disposed of appropriately (i.e. shredded), as they contain confidential information

September/October

1. Give input on needs for Christian Education budget
2. Present Bibles to 3rd-Graders
3. Plan and host Pumpkin Party (last weekend of October)

ON-GOING

1. Engage in outreach to build NCPC's youth program
2. Promote NCPC's Christian education programs and activities, both within and outside of the church
3. Provide training to persons interested in volunteering for church activities pertaining to children and/or families, in accordance with NCPC policies
4. Other duties as assigned.