

## **Job Posting: Director of Youth and Families**

**Location:** Associate Reformed Presbyterian Church of Bartow

**Salary Range:** \$45,000–\$60,000 annually

**Benefits:** Health insurance, paid vacation, retirement plan, tuition reimbursement opportunities

**Employment Type:** Full-time

### **About Us:**

Located in Bartow, FL, the Associate Reformed Presbyterian Church of Bartow is seeking a dynamic Director of Youth and Families (DYF) to develop, administer, shepherd, and participate in an intentional, well-planned, and integrated Christian Education Program. The DYF will coordinate with multiple levels of leadership that will work together to serve the church and the surrounding community. The position is a full-time, salaried position.

### **Purpose of Position:**

The DYF will work to promote a desire for God in our Middle School and High School students, as well as our younger children, and to disciple them for a robust relationship with Jesus Christ. Equip and encourage parents to be the primary spiritual leaders of their families. Help equip our young people to be a witness for Jesus Christ where they live, go to school, work, and play.

### **Responsible to:**

The DYF will be responsible to the Session, working directly under the daily supervision of the Senior Pastor. The DYF shall partner with any youth and children's directed committees established by the church. The DYF will seek to grow and enhance the Youth and Children's ministries at the Bartow Associate Reformed Presbyterian Church. The DYF will report to the Christian Education Committee at their regularly scheduled meetings regarding on-going Youth and Children's programs and activities. The position will be evaluated at least annually.

### **Qualifications:**

- 1) Have a Love for God, His inerrant word, the lost, teenagers, children, and their families.
- 2) Be a Born-again Christian man who feels a call by God to lead our children and teenagers.
- 3) Have the ability to build and lead volunteer teams.
- 4) Have strong organizational and communication skills.
- 5) Be teachable and work well on teams.
- 6) Have a Love for the Evangelical, Reformed faith.
- 7) Be committed to the doctrines, beliefs, mission, vision, and values of the Bartow Associate Reformed Presbyterian Church.
- 8) Preferably have a background in Youth and/or Children's Ministries, Biblical Studies, or a related field. A Bachelor's degree is strongly preferred.

## **Job Duties**

- 1) Be responsible for the oversight of all children's (K – 5<sup>th</sup> and under) and youth ministries (6<sup>th</sup> – 12<sup>th</sup> grades). Currently, this includes Bible Study and programs for Sundays and Wednesday nights, Vacation Bible School (VBS), service projects, denominational camps, and school events.
- 2) Develop an outreach program targeted at young families with children that attracts new families to our church.
- 3) Encourage our church's children, youth, and their families to attend Family Bible Conference and Camp Bonclarcken for children.
- 4) Recruit, train, pray for, encourage, and involve children and youth ministry volunteers while always seeking to equip new volunteers.
- 5) Selection and review of appropriate curriculum, working cooperatively with the Senior Pastor and the Christian Education Committee (CEC).
- 6) Maintain the Children and Youth Ministries section on the Church website and social media accounts.
- 7) Coordinate fundraising events for the Youth such as the cake and pie auction, etc.
- 8) Effectively manage the ministry's budget while working with the Stewardship Committee and Diaconate to plan a budget each year.
- 9) Communicate consistently with parents, staff, and the Session as well as provide the tools they need for spiritual leadership.
- 10) Teach the Bible as there is opportunity (i.e., Sabbath School, Sunday evening and Wednesday evening programs). This position is not intended to be the sole teacher for the children and youth or replace the adult volunteers.
- 11) Develop the theme and organize VBS.
- 12) Recruit and coordinate youth and adult volunteers during VBS week.
- 13) Enroll, coordinate, and supervise Youth at Horizon and Quest, attending both camps.
- 14) Coordinate the Nursery staff, under the direction of the Senior Pastor.
- 15) Administer and maintain the MinistrySafe database for all adult volunteers that work with the children and youth.
- 16) Participate in monthly CEC meetings and regular staff meetings.
- 17) Attend the Bartow ARP Church on Wednesday evenings, Sunday mornings, and evenings.
- 18) All other duties related to the Children and Youth, as assigned or needed.

## **Benefits**

- **Salary:** Competitive salary range of \$45,000–\$60,000 per year, commensurate with experience.
- **Health Insurance:** Comprehensive health insurance plan.
- **Vacation:** 15 days of paid vacation annually.
- **Retirement:** 5% employer contributions toward retirement plan.
- **Cell Phone Allowance:** \$40 per month for church-related phone usage
- **Automobile Allowance:** \$100 per month for church-related travel
- **Tuition Reimbursement:** Opportunities for continuing education in theological studies.