



FIRST CONGREGATIONAL CHURCH
OF DARIEN

14 Brookside Road, Darien, CT 06820

www.uccdarien.org

JOB TITLE: Director of Children, Youth and Young Adult Ministries

REPORTS TO: The Senior Minister
*Works closely with the Board of Christian Education Chair
and the Communications Chair*

STATUS:

- Full-Time Exempt, Salaried
- 40 hours per week, flexibility to set schedule as weekend and some evening time is expected
- Position open to ordained or lay people

SALARY: The successful candidate will be offered a competitive compensation and benefits package

PRIMARY OBJECTIVE:

The Director of Children, Youth and Young Adult Ministries is responsible for developing and implementing a dynamic Christian Education program that nurtures the faith formation for children, youth, and young adults through community service, fellowship, and spiritual exploration. He/she will be required to manage the Church School program, create and lead the middle and high school ministry programs, and conduct outreach to young families in our community. He/she will take primary responsibility for growing participation of current and new young adults through age 29 in FCCD activities and ministries, through outreach, programming, and visibility in the community. Importantly, he/she will collaborate with Church staff and adult leaders to create a comprehensive and diverse faith-based ministry to facilitate and create opportunities for children, youth, and young adults to grow their faith. In addition, this position must be sensitive to the cultural, social, and individual needs of each child/youth/young adult while ensuring the safety of all participants during activities through the administration of FCCD's Safe Church Policy.

RESPONSIBILITIES:

General:

1. Work with the Senior Minister and the Chair of the Board of Christian Education to set goals and priorities for the FCC Church School program, middle and high school ministry programs, and programming for young adults. This will include designing and overseeing a faith-driven curriculum for children, youth, and young adults and creating a calendar of events and programs for the school year.
2. Ensure regular communications with children, youth, young adults, and parents – maintaining a database of names, e-mails, and contact information; creating weekly or bi-weekly e-mail or text blasts; and writing news pieces for the Church Flash and/or Facebook, and Instagram.

3. Manage Breeze database for all families to insure children, youth, and young adults are registered for appropriate activities/events.
4. Assist Board of Christian Education in establishing yearly budgets for programs, and work within budgets of time, funds, and personal energy.
5. Attend regular staff meetings, Board of Christian Education meetings, and other meetings with the Senior Minister as appropriate.
6. Maintain administrative records and supplies.
7. Attend other board or committee (i.e., Music, Tech) meetings as requested and as time permits.
8. Uphold and maintain Safe Church Policy for all programs.

Church School Program:

1. Develop, implement, organize, and supervise weekly Church School (Sept-June) programs and events.
2. Recruit, train, and oversee on-going communication with all teacher volunteers and Nursery Room staff.
3. Schedule paid teens and/or volunteers for the Nursery Room and 11th Hour meetings/special programs.
4. Plan and prepare for special Sunday services for children (e.g., 3rd Grade Communion classes, 4th Grade Bible presentations, Christmas Pageant, Celebration Sunday).
5. Organize and execute special ministries and events for children and families (e.g., Game Night, Holy Halloween Party).
6. Be available to mentor children (critical to this role is “meeting children where they are,” i.e., visibility at school and community events).

Middle and High School Ministry Programs:

1. Develop and lead monthly ACCESS meetings for middle and high school students.
2. Develop and lead the 8th grade Confirmation Program (includes all program correspondence, recruitment of mentors and adult leaders, facilitating and attending interfaith visits, planning lesson plans, etc.).
3. Organize and facilitate regular middle and high school Youth Group meetings, service projects, and social events while working closely with students, parents, and lay leaders.
4. Be available to mentor adolescents and youth (critical to this role is “meeting youth where they are”, i.e., visibility at school and community events and availability to youth via text and social media).
5. Plan all details for an annual summer Mission Trip for high school students and lead the group in fundraising. Lead youth and parent leaders on the trip.
6. Enlist and guide student leaders; oversee the Youth Leadership Board.
7. Recruit and collaborate with parent and other adult leaders.

Young Adult Ministry Program:

1. Develop and facilitate, in coordination with the Senior Minister, and the Board of Christian Education, a comprehensive and engaging program which includes social events, service opportunities, and continuing spiritual formation for young adults, post-high school.

Other:

1. Assist the Senior Minister in reaching out to attract new members by making First Congregational Church of Darien visible to the community, welcoming guests at worship, orienting and receiving new members, and helping to guide and receive them into Church life.
2. Assist the Senior Minister in nurturing the church’s partnership with the FCC Nursery School.

QUALIFICATIONS:

- Bachelor's degree, or equivalent relevant experience.
- At least two years' experience effectively working with children, teenagers, young adults, and diverse groups.
- Experience exhibiting a personal and growing relationship with God.
- Foundational understanding and acceptance of, and passion for progressive Christian theology and teachings.
- Experience coordinating activities and compiling and/or disseminating information related to children's and youth programs/events, civic activities, meeting/travel arrangements, etc.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Excellent computer proficiency, with demonstrable skills with all Microsoft Office products including Word, Excel, PowerPoint, Publisher, and Outlook. Knowledge of G-Suite products (Sheets, Docs, Calendar), databases, graphics and video editing, and social media is a plus.
- Basic budget management.
- Ability to take direction and work with a team, while also being a self-starter.
- Per Church guidelines, the employee may not be a FCCD Church member, or a relative of a FCCD member, now or in the future.

EQUAL OPPORTUNITY EMPLOYER:

The First Congregational Church of Darien is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran, or disability status.

COVID-19 CONSIDERATIONS:

Facilities are open on a limited basis but we expect to be open more fully in the fall. All employees, members, and visitors are required to wear masks in commons areas. Regular time in the office is expected; the Director of Children, Youth and Young Adult Ministries can have some flexibility to work from home as needed when approved by the Senior Minister.

TO APPLY:

We are only considering resume and cover letters submissions via email. All cover letters and resumes should be sent to FCCDJobSearch@gmail.com. Please name your documents as follows: RESUME-LAST NAME.PDF and COVER LETTER-LAST NAME.PDF. Resumes will be accepted until the position is filled.

Please visit www.uccdarien.org to learn more about The First Congregational Church of Darien.