

**DIRECTOR OF CHILDREN AND YOUTH MINISTRY  
GLENSHAW PRESBYTERIAN CHURCH (GPC)**

**OVERVIEW** - The position of Director of Children and Youth Ministry (DCYM) is a 20 hour/week, non-ordained salaried position. Specific responsibilities are outlined below. Other responsibilities may be added from time to time at the direction of the Pastor in consultation with the Personnel and Administration committee.

**QUALIFICATIONS**

1. A commitment to ministry with children, youth and families
2. Strong skills in administration, communication, supervision and teaching
3. Bachelor's degree preferred
4. Clearances as required by GPC's *Safe Church Policy*

**RESPONSIBILITIES**

**1. Christian Education**

- a. Oversee the Sunday education program for children and youth (September – May).
- b. Oversee and lead the Children and Worship program.
- c. Recruit and train teachers and other educational volunteers.
- d. Identify and develop curriculum and other resources for teachers.

**2. Children's Ministry**

- a. Provide staff support for Children and Family Ministry programs and events.
- b. Coordinate and recruit volunteers for Nursery for Sunday mornings.
- c. Develop and coordinate opportunities for fellowship, worship and service for children.
- d. Oversee and lead once a month Friday night intergenerational program for children.
- e. Work with the Pastor and Director of Music to encourage and facilitate the full participation of children in worship.

**3. Youth Ministry**

- a. Provide staff support for Youth Ministry Team programs and events.
- b. Develop and coordinate opportunities for fellowship, worship and service for middle school and high school youth.
- c. Recruit and train a cadre of caring adults to assist in leading youth activities and mission trips.
- d. Work with the Pastor and Director of Music to encourage and facilitate the full participation of youth in worship.

**4. General**

- a. Work with the children's ministry team and Business Manager to ensure compliance with the *Safe Church Policy* for church volunteers.
- b. Develop ministry opportunities with the Early Learning Center (ELC) at Glenshaw Presbyterian Church.

**RELATIONSHIPS** - The Director of Children and Youth Ministry works in cooperation with the Pastor, and is accountable to the session through its Personnel and Administration committee. The DCYM attends staff meetings and serves as the staff liaison to the Children and Family and Youth Ministry Teams.