



Director of Youth and Family Ministries

Federated Church

Reports to:	Senior Pastor
Full or Part Time:	Full-time (40-45 hours per week)
Exemption Status:	Exempt
Salary:	\$55,000 - \$62,000 Annual, based on experience
Approved:	4/8/2025

Link to Application is below.

Summary

The Director of Youth and Family Ministries develops and oversees Christian spiritual formation programming for children and youth, birth through the 12th grade, and regular programs for families. The programming is comprehensive and integrated with the theology of Federated Church. The director collaborates with others to cultivate milestones of faith formation, network with and nurture parents, and design formation experiences that create curiosity, enable space for wonder, allow for expression, and engage in service.

Essential Duties

Spiritual Formation

- Direct youth spiritual formation programming through youth group activities, the confirmation program, and other faith-forming learning and service opportunities for youth in 6th – 12th grades.
 - Coordinate with all volunteer youth group leaders and teachers.
 - Work with the Senior Pastor in the development of a robust confirmation program.
- Develop a plan for children's faith formation for children birth through 5th grade; this may include Sunday school, children's group activities, and/or music programs.
 - Work with staff to ensure programs are fully resourced and staffed, and that leaders/teachers are properly trained.
- Plan regular family activities/programs that engage young families in the life of the church. These should include a mix of age-specific and inter-generational programs, including both social and spiritually-based programs.
- Plan and offer youth mission and service opportunities, such as mission trips, service projects, year-round church-wide mission partnerships, national or regional youth events, etc. May work in conjunction with the Mission & Service commission to develop opportunities.

- Coordinate with the Congregational Care Commission to provide touch points for college-age youth several times a year, such as care packages, holiday gatherings, etc.
- Collaborate on spiritual formation programming across all age levels with Senior Pastor, staff, Spiritual Formation Commission, and volunteers.
- Involve children and youth in worship services by working with pastor and others to implement activities. Coordinate and lead children/youth-led worship service at least once per year.
- Maintain clear and open communication channels with all constituents, including parents, youth, pastor, lay leaders, and other staff.
 - Assist in visioning and planning activities that include other ministry commissions and teams.
- Work with staff and lay leadership to recruit and train volunteers needed to execute programs. Meet regularly with teachers/leaders to prepare for classes/programs.
- Working with the communication staff, ensure all programming is promoted both within the congregation and in the community.
 - Prepare monthly Spire articles, information for weekly Eblasts and, where appropriate, develop a strategy for promotion to the wider community.
 - Seek creative ways to reach out and market the activities and program offered.

Child Care Supervision

- Supervise all paid childcare providers, including background checks and fingerprinting for potential hires.
- Ensure there is a plan in place to recruit and schedule childcare providers for services and special events.
- Manage and submit hours for bi-weekly payroll for childcare providers and other support staff.
- Ensure abuse prevention procedures and policies are followed by all volunteers and paid workers.

Other

- Support worship services as needed and as mutually agreed.
- Serve as staff liaison to the Spiritual Formation Commission.
- Attend weekly staff meetings.
- Offer care to children, youth, and their families when they are in crisis or in need of support.
- Ensure attendance reports are accurately maintained in Realm.
- Maintain and review all Spiritual Formation budgets.
- Ensure all Spiritual Formation bulletin boards are designed and maintained.
- Ensure all necessary supplies are purchased for spiritual formation activities and that proper building use requests and set up/tear down plans are in place.

Qualifications and Requirements

Education	Bachelor's degree required; Master's degree in theology-related field preferred; Ordination not required
Experience	3-5 years of relevant experience

Computer Skills	Basic skill level in Microsoft Office suite (e.g., Word, Outlook); understanding of, and ability to effectively utilize, full array of social media platforms
Communication Skills	Excellent written and oral communication skills with a particular strength in ability to connect to youth and children
Work Skills	<ul style="list-style-type: none"> • Understanding of, and commitment to, the theology of the United Church of Christ, including a passion for justice and a deep desire to welcome all people exactly as they are created by God • Deep commitment to, and love of, working with children, youth and parents • A passion for helping families grow in their relationship with God • Creativity, curiosity and a sense of fun • Excellent judgment and discernment in handling sensitive or confidential information. • Ability to work with individuals in a team context while maintaining productivity with good attention to detail. • Strong organizational /project management skills and the ability to prioritize multiple daily tasks. • Ability to interact professionally and adept at building strong working relationships with staff and members of the congregation.
Other Requirements	Successfully pass background check and drug testing

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to:

- work predominantly indoors, standing, sitting, kneeling, walking for extended periods of time
- work at a desk using a computer
- communicate in person, by email, by phone, and other channels of communication

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. The requirements listed above are representative of the minimum knowledge, skill, and/or ability required. To perform this job successfully, an individual must be able to satisfactorily perform the essential functions of the job according to specific department and group requirements.

Click [HERE](#) to apply.