

Associate to the Pastors in Children's and Youth Ministries
First Presbyterian Church: Endicott
Position Description

The following staff position and duties may be filled by one full-time person
or two part-time people.

CHILDREN'S MINISTRY

Purpose

To come alongside families to teach the faith to, and make disciples of, the next generation. The person hired will build a comprehensive ministry for children at First Presbyterian Church: Endicott, in partnership with the Program Staff, ministry volunteers, participants, and their families. (See Job Objectives document for specific and measurable goals.)

Job Summary

1. Secure, lead, equip, and be a resource for the ministry volunteers, in order to build an effective Children's Ministry that helps children and their families to learn, believe, live, and share God's Word.
 - Sunday Morning Discipleship
 - Evaluate Christian Education models
 - Evaluate, order, and distribute curriculum
 - Secure, train/equip, and encourage teachers and support volunteers
 - Communicate effectively with teachers, participants, parents, and the congregation
 - Attend worship on Sundays and engage with the children/families in attendance
 - Oversight of Childcare
 - Interview/hire/evaluate Childcare Workers (with Head of Staff and Personnel)
 - Supervise Childcare Workers
 - Schedule Childcare Workers for Sunday mornings and other church events
 - Have oversight of Nursery Room/Supplies
 - Special Events
 - Promote summer camps and retreats for students/families
 - Coordinate a minimum of two special events/year for children/families
2. Build bridges between FPC:E and our Nursery School children/families, in close coordination with the Nursery School Directors and teachers
3. Actively participate in planning, prayer, and study with program staff

YOUTH MINISTRY

Purpose

To come alongside families to teach the faith to, and make disciples of, the next generation by developing meaningful relationships and by giving students the tools and encouragement to grow in faith. The person hired will build a comprehensive ministry for middle and high school students at First Presbyterian Church: Endicott, in partnership with the Program Staff, ministry volunteers, participants, and their families. (See Job Objectives document for specific and measurable goals.)

Job Summary

1. Establish, lead, and equip a small team of ministry volunteers that help youth and their families to learn, believe, live, and share God's Word.
 - Sunday Morning Discipleship
 - Evaluate and order a curriculum that will engage students
 - Secure, train/equip, and encourage teachers
 - Communicate effectively with teachers, participants, parents, and the congregation
 - Attend worship on Sundays and engage with the youth in attendance
 - Work with volunteers to pursue opportunities outside of Sunday mornings to build authentic relationships and disciple students in life and faith.
 - Develop an atmosphere where teens are welcome, belong, and are challenged to become fully devoted followers of Christ in developmentally appropriate ways.
 - Nurture youth to spiritual maturity through small groups, Bible study, life experiences, retreats, camps, etc.
 - Connect with youth by group time, one-on-one time, attending students' activities/events, time with students' families, etc.
 - Participate in and celebrate milestones in the students' lives- faith commitment, baptism, joining the church, graduation, etc.
 - Provide opportunities to develop a servant's heart within students through service, mission, evangelism, etc.
2. Actively participate in planning, prayer, and study with program staff

PERSONAL DESCRIPTION

The person hired for one or both of these ministries shall:

1. Ordinarily have a four-year college degree, preferably in an area related to education, youth ministry, and/or Biblical studies. Experience in the area of children's and/or youth ministry is also helpful.
2. Demonstrate a life that reflects a sincere and firm commitment to Jesus Christ as Lord and Savior.
3. Have a solid knowledge of, and commitment to, Biblical truths.
4. Live by, and witness to, the Christian faith, and personally strive to grow both spiritually and professionally.
5. Be enthusiastic about working personally with children/students at different emotional,

- social, and spiritual stages of development.
6. Have the S.H.A.P.E. necessary for effectively leading the ministry.
(Spiritual Gifts, Hear/Passion, Abilities, Personality, Experiences)
 7. Demonstrate a deep commitment to nurture others, so that they may come to faith in Jesus Christ and grow into fully-devoted followers of Christ.
 8. Be flexible, reliable, and have a servant's heart.
 9. Be a team player with others, so we may develop comprehensive, coordinated, and purposeful ministries at FPC:E.
 10. Worship and be active in the life and ministry of FPC:E and the surrounding community.
 11. Adhere to the Essential Tenets of ECO: A Covenant Order of Evangelical Presbyterians and of this local congregation.

Accountability

The employee will be directly accountable to the Pastor(s)/Head of Staff, and through him/her to the Personnel Committee.

The employee will be subject to the Personnel Policies and Procedures of FPC:E.

Compensation

The total compensation package for one full-time position will be \$35,000 - \$45,000, depending upon the education, skills, and experience a candidate brings to the position.

The compensation for each of two part-time positions will be \$18,000 - \$22,000, depending upon the education, skills, and experience a candidate brings to the position.

The use of one of the church-owned houses may be included in lieu of a portion of the cash salary.

Evaluation

There will be a three-month probationary period concluded with an evaluation conducted by the Head of Staff. Once a year, job performance evaluations will be done by the Head of Staff. An annual salary review will be conducted by the Personnel Committee.

Rev. 7/20/17

FIRST PRESBYTERIAN CHURCH OF ENDICOTT, NY

29 Grant Avenue, Endicott, New York 13760

Phone: (607)748-1544 Fax: (607)748-1744

Associate to the Pastors in Children's and Youth Ministries

This position may be filled by one full-time person or two part-time people. Check which you are applying for:

() Full-time Children and Youth () Part-time Children () Part-time Youth

PERSONAL INFORMATION

Last Name _____ First _____ M.I. _____

Permanent Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____ E-mail _____

Citizenship Status; Citizen of the United States? () Yes () No

(Proof of citizenship and/or eligibility for employment in the United States will be required upon employment.)

Are you over the age of 21? () Yes () No

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled or expunged or sealed by a court? () Yes () No

Explain: _____

Are any charges currently pending against you? () Yes () No

Explain: _____

ACADEMIC PREPARATION

EDUCATION	NAME AND LOCATION	YEARS COMPLETED	DATE GRADUATED	MAJOR SUBJECT	DEGREE RECEIVED
High School					
College, University, Technical School					
Graduate School or Special Courses					

Certifications (including date completed)

CPR/First Aid (including date completed)

WORK EXPERIENCE:

List employment beginning with most recent. Attach additional sheets if necessary.
We will not contact your present employer without your consent.

Employer Name _____ Employed From _____ To _____

Employer's Address _____

Your Title _____

Your Duties _____

Supervisor's name and title _____

Reason for Leaving _____

Employer Name _____ Employed From _____ To _____

Employer's Address _____

Your Title _____

Your Duties _____

Supervisor's name and title _____

Reason for Leaving _____

RELATED PROFESSIONAL EXPERIENCE

Educational travel, lectures, professional memberships, community service, etc.

REFERENCES List the names of at least 2 persons unrelated to you who have agreed to be references for you.

Name	Official Position	Address Where Person Can Be Contacted	Phone Number/ Email

Please attach a brief Statement of Faith and other pertinent information.

Return information to: office@fpcendicott.org or FPC:Endicott, 29 Grant Ave., Endicott, NY 13760

I authorize First Presbyterian Church: Endicott to conduct a background check and to make a thorough investigation of my past employment. It is understood that my present employer will not be contacted without my consent. I certify that all information provided on this application is true and complete.

Name _____ Date _____