

## EMPLOYMENT OPPORTUNITY

February 5, 2018

First Presbyterian Church Ukiah has an opening for a newly created position, Director of Youth and Family Ministries. If you are interested in serving God in a very special way this might be an excellent opportunity.

The position job description is attached along with an application form. Submit a completed application along with a resume of related skills and experience to:

First Presbyterian Church Ukiah  
514 West Church St.  
Ukiah, CA 95482

You can email your application to:  
[denise@fpcukiah.org](mailto:denise@fpcukiah.org)

First Presbyterian Church of Ukiah

**DIRECTOR OF YOUTH AND FAMILIES MINISTRIES**  
**Position Description**

**PURPOSE:**

A part or full-time (30-40 hours) position providing leadership for the planning, coordination, and implementation of all activities and events of our church done to, for, and with children and their families, from birth through twelfth grade.

**ACCOUNTABILITY:**

To Session with direct supervision given by the Pastor.

**AREAS OF RESPONSIBILITY:**

**A. LEADERSHIP**

1. Provide a relationally based approach for the personal growth and spiritual development of young children (nursery through grade twelve) and their families through classroom enrichment, programs, activities, and events.
2. Personally engage with children and adults to assess needs and formulate the necessary and appropriate curriculum, programs, activities and events to meet those needs.
3. Strategize opportunities to grow family-to-family relationships and deepen spiritual growth through large and small gatherings oriented around common interests, community and missional service opportunities, and play dates.
4. Provide leadership in the form of organizational planning and coordination of a Vacation Bible School program with involvement of church staff and church-wide volunteers.
5. In coordination with the worship planning team (s), facilitate the involvement and participation of children in worship and specifically facilitate Child-led Worship and the Christmas Eve Family Worship.
6. Oversee the planning, preparation and completion of annual events designed specifically for children and their families, such as: Vacation Bible School, Annual Youth Retreat and Easter Egg Hunt.
7. Recruit to bring the unchurched youth into fellowship, and to increase youth participation and develop their discipleship.
8. Plan, participate and recruit mission trips, local and afar, including Westminster Woods camp.
9. With assistance from the Pastor, occasionally prepare and deliver the Sunday worship message.

**B. SUNDAY SCHOOL PROGRAM COORDINATION**

1. In partnership with the Christian Education Committee, recommend to Session curriculum for all Sunday School classes offered concurrently during the Sunday worship schedule.
2. Provide for the recruitment and scheduling of all Sunday School teachers for kindergarten through grade twelve.
3. Provide regular teacher training, development, and recognition of all Sunday School staff, teachers and volunteers with an emphasis of personally investing in the lives of the children they serve.
4. Integrate the involvement and participation of parents/guardians with their children related to Sunday School.

5. Oversee upkeep and organization of all Sunday school classrooms and Teacher Resource Room.
6. Oversee inventory and purchase of all supplies.

**C. ADMINISTRATION**

1. Oversee accurate and up-to-date records of Sunday School attendees, class rosters, registration cards, and teacher schedules.
2. In conjunction with the Pastor and Office Manager, maintain effective communications related to Youth and Families Ministries, including: website, social media, promotional materials, annual report and bulletin boards.
3. Work to integrate youth and their family’s involvement in other areas of the church; such as: fellowship groups, music ministries, service opportunities.
4. Work effectively with all church leadership and staff including participation in required meetings.

**D. SUPERVISION AND ADVISORY ROLE**

1. Provide guidelines for safe and qualified childcare of appropriate church related events or activities.
2. Supervise the work of all Youth and Families Ministry staff; such as Nursery/Toddler Supervisor and Nursery/Toddler Assistant, and volunteers.

**SPIRITUAL AND PROFESSIONAL GROWTH**

Time will be allocated for prayer, meeting with a spiritual mentor/advisor, Bible Study, and/or classes and seminars related to the job.

**HOURS & WORK SCHEDULE:**

Role expectations and task descriptions are summarized below in descending order of priority and job importance. Time allocations, calculated on a weekly average, may vary from week-to-week.

RESPONSIBILITY	TASKS	TIME/WEEK	JOB %
ORGANIZATIONAL PLANNING & COORDINATION	Provide leadership for an effective Sunday School program; identify and plan for family -to-family connections; coordinate scheduled Children’s Ministries events, such as: VBS, Child-led Worship, and Christmas Eve Worship	15-20 hrs	50%
LEADERSHIP DEVELOPMENT	Provide support, training, and team building of staff and volunteers to personally invest in the lives of children and their families	9-12 hrs	30%
ADMINISTRATION	Provide coordination, communication and Follow through of all children and families ministry events and activities	6 - 8hrs	20%

**PROFESSIONAL REQUIREMENTS:**

Evident Christian commitment, with a desire to bring young people to Christ and nurture youth and families in faith.

Bachelor of Arts degree preferred with an emphasis in Childhood Development –or--equivalent

experience working with children in a learning and organizational setting.

Leadership skills: self-confident, approachable, love for and rapport with children, supervision and training experience, program coordination and development, effective at recruiting, delegating and nurturing volunteers.

Administrative Skills: multi-task oriented, disciplined, organized, and interpersonal communication.

Computer skills: Microsoft Office and database management.

Music and drama skills would be a bonus.

CPR

CPR certification must be attained within 3 months of appointment to the position and maintained thereafter.

**.COMPENSATION:**

Pay Rate = \$18.00/hr.

Medical Care Stipend= \$9250/yr.

Study Allowance\*=\$600/yr.

Professional/Travel Allowance\*=\$1000/yr.

Paid Vacation\*= 10 days /yr.

Paid Holidays\*= 10 per year

Sick Leave/Kin Care\* is accrued at the rate of one day per month

\*Subject to the terms and conditions outlined in the First Presbyterian Church of Ukiah Employee Handbook



# First Presbyterian Church of Ukiah

514 West Church Street • Ukiah, CA 95482  
(707) 468-9235

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

Date: \_\_\_\_\_

NAME (Last)	(First)	(Middle)	SOCIAL SECURITY NUMBER
ADDRESS			TELEPHONE Home
CITY, STATE, ZIP CODE			Cell
EMAIL			

Have you ever applied to or worked for First Presbyterian Church before? Yes  No

If yes, when? \_\_\_\_\_

Do you have friends or relatives working for First Presbyterian Church? Yes  No

If yes, state name(s) and relationship: \_\_\_\_\_  
\_\_\_\_\_

Why are you applying for work at First Presbyterian Church of Ukiah? \_\_\_\_\_  
\_\_\_\_\_

If hired, would you have a reliable means of transportation to/from work? Yes  No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes  No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? ..... Yes  No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? ..... Yes  No

If no, describe the functions that cannot be performed. \_\_\_\_\_

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

### Convictions Disclosure

- Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Misdemeanor convictions for marijuana-related offenses that are more than two years old need not be listed. Yes  No
- If yes, state the nature of the crime(s), when and where convicted, and disposition of the case.

\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION AND OCCUPATIONAL TRAINING**

Level	Name of Institution	City and State	Graduated Degree/Certificate
Senior High			
College			
Vocational/ Business			
Special Training			

*Qualifications are subject to verification.*

**Driver License:** Yes  No  State: \_\_\_\_\_ Number: \_\_\_\_\_

**Bilingual:** Yes  No  Language: \_\_\_\_\_

**War Veteran:** Yes  No  Dates: From \_\_\_\_\_ To \_\_\_\_\_  
*(If "Yes," be sure to attach DD-214)*

**EXPERIENCE** - List all jobs you have held in the **past ten years**. List your present or most recent job first. Attach additional sheets if necessary.

May we contact your current supervisor? Yes  No

From \_\_\_\_\_ to \_\_\_\_\_  
 Month Year Month Year

Title of your position \_\_\_\_\_

Duties \_\_\_\_\_

Employer's Name \_\_\_\_\_

Employer's Address \_\_\_\_\_

Name and title of your supervisor \_\_\_\_\_

Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_  
 Month Year Month Year

Title of your position \_\_\_\_\_

Duties \_\_\_\_\_

Employer's Name \_\_\_\_\_

Employer's Address \_\_\_\_\_

Name and title of your supervisor \_\_\_\_\_

Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_  
 Month Year Month Year

Title of your position \_\_\_\_\_

Duties \_\_\_\_\_

Employer's Name \_\_\_\_\_

Employer's Address \_\_\_\_\_

Name and title of your supervisor \_\_\_\_\_

Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**PERSONAL REFERENCES - List three people (no relatives), who have knowledge of your character and ability.**

Name	Address	Phone Number

**READ CAREFULLY AND INITIAL EACH PARAGRAPH AND SIGN BELOW**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employee, regardless of the time elapsed before discovery.

\_\_\_\_\_  
Initials

I hereby authorize First Presbyterian Church of Ukiah (FPCU) to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references, I have listed to disclose to FPCU any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release FPCU, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_  
Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the FPCU. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or FPCU, and that no promises or representations contrary to the foregoing are binding on FPCU unless made in writing and signed by me and FPCU's designated representative.

\_\_\_\_\_  
Initials

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by FPCU, I am entitled to copies of any such public records obtained by FPCU unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

\_\_\_\_\_  
Initials

I waive receipt of a copy of any public record described in the paragraph above.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

-- AN EQUAL OPPORTUNITY EMPLOYER --