

Job Description

Director of Christian Education and Youth Ministries

Approved by the Church Board 12/14/21

Function: To build, direct, enhance, and evaluate the Christian Education and Youth Ministries of the Chambersburg (4th Street) Church of the Brethren.

Accountability: The Director of Christian Education and Youth Ministries shall report directly to the Lead Pastor with accountability to the Church Board. Additionally, this position will serve as staff liaison to the Christian Education Commission.

Hours per Week: Forty (40) Hours (full time)

Qualifications: Strong, mature faith and character
A personal relationship with the Lord Jesus Christ
Regular attendance (3 per month) at either our traditional worship service (8:30) or our P.E.R.K. worship service (10:45)
High School Diploma/GED
Post-secondary training in education, youth ministry or similar experience
Advanced computer skills required

Benefits/Salary: Will be discussed during the interview process

To Apply: Submit a cover letter and resume to

Chambersburg Church of the Brethren
260 South Fourth Street
Chambersburg, PA 17201

or e-mail to chambcob@gmail.com

Applications will be reviewed beginning January 18, 2022 and accepted until the position is filled.

Christian Education Responsibilities

- 1) Develop, maintain, and enhance a Christian Education ministry that addresses the changing needs and characteristics of the congregation.
 - a) Seek out and recruit persons who are willing to teach and facilitate Sunday School classes and bible studies.
 - b) Establish new classes and or ministries pertaining to Christian Education to address the changing needs and characteristics of the congregation.
 - c) Make recommendations to the Christian Education Commission regarding curriculum that reflects and supports Church of the Brethren values.
 - d) Provide guidance and support to all teachers/facilitators involved in Christian Education.
 - e) Develop and/or promote training for new and experienced teachers.
 - f) Regularly monitor and assess teachers/facilitators and their ministries.
 - g) Help to plan, lead, and recruit volunteers within the congregation for Vacation Bible School, which occurs the second full week of June.

- 2) Promote the Christian Education ministries of the church within the congregation and the greater Chambersburg community.
 - a) Publicize and promote teacher training events sponsored by the Church of the Brethren, the Southern PA District, and other Christian ministries.
 - b) Plan and promote special events such as teacher appreciation and childrens' bible presentations.
 - c) Plan and promote ministries that encourage participation in the Ministry of Christian Education at Chambersburg Church of the Brethren.
 - d) Prepare monthly articles of the church newsletter highlighting what is going on within the Ministry of Christian Education.

- 3) Comply with and ensure that all church staff/volunteers act in accordance with Child Protection Policies outlined by our church and the state of Pennsylvania. This includes:
 - a) Ensuring all Child Protection Clearances are current and not expired for all church staff/volunteers.
 - b) Ensuring that all church staff/volunteers have knowledge of and safe, confidential access to reporting mechanisms and support services.
 - c) Child Protection Clearances are required for new and current volunteers/employees who will have direct and/or routine contact with children under 18 years of age.

Youth Ministry Responsibilities

- 1) Develop and build a ministry for middle school and high school students from both within and outside the walls of the church.
 - a) Plan and lead a weekly Youth Ministry/Program. Elements could include worship, biblical instruction, recreation, and snack.
 - b) Recruit a team of mature youth leaders from within the congregation who will attend and support the ongoing vision of the Youth Ministry.
 - c) Meet with the Youth Team on a quarterly basis.
 - d) Initiate and/or deepen each student's personal relationship with Jesus Christ.
 - e) Instruct and guide students in the biblical example and Brethren rite of baptism.
 - f) Plan and lead a weekly Sunday School class for middle and high school students until the time when the class is large enough to become two separate classes.
 - g) Select age-appropriate curriculum for both the midweek and Sunday morning ministries.
 - h) Plan and lead special activities that will encourage group building and friendships.
 - i) Re-develop, plan, and lead a once-a-month ministry for younger school-age students who will, in time, become the future youth group.
 - j) Develop a systematic schedule of visitation whereby every student is visited yearly in their home or in planned outings.
 - k) Have regularly posted office hours for youth.
 - l) Support youth in extracurricular activities, personal interests, and hobbies.
 - m) Develop and plan church board approved fundraisers that will support youth activities and fund a trip to National Youth Conference, every four years.
 - n) Accompany youth to National Youth Conference every four years.
 - o) Prepare a monthly accountability report for the Lead Pastor and church board.
 - p) Prepare monthly articles on youth and Youth Ministry for the newsletter.
 - q) Prepare and send monthly communication to parents/guardians informing them of upcoming events, such as Graduate Sunday and Youth Sunday.
 - r) Schedule a meeting with the parents/guardians of the students twice a year, the agenda to be determined as needs arise.
 - s) Publicize and promote Church of the Brethren, Southern PA District, and other Christian youth activities.
 - t) Coordinate and assist in at least one Youth Sunday per year.
 - u) Encourage youth participation in worship, Vacation Bible School and other programs and ministries which serve to develop their faith, confidence, and sense of leadership.

Additional Areas of Responsibility

- 1) Spiritual Growth
 - a) Meet with the Lord on a daily basis.
 - b) Take time for prayer.
 - c) Be consistently in God's Word.
 - d) Read/listen to insightful books, material, and music that nurture the soul.

- 2) Professional Growth
 - a) Participate in at least one professional growth experience relating to Christian Education and/or Youth Ministries annually.

- 3) Attend regularly scheduled meetings as follows:
 - a) Church Board
 - b) Executive Committee (upon request)
 - b) Christian Education Commission
 - b) Church staff meetings as called by the Lead Pastor

- 4) Any other duties and/or responsibilities as assigned by your immediate supervisor.