

Director of Youth and Family Ministry

Position:

Director of Youth and Family Ministry - Full Time (~ 40 hrs./week)

Responsibilities:

- Provide an active spiritual ministry to our Middle and High School youth and their parents.
- Plan and teach a Sunday school class for High School students once per week on Sunday morning.
- Plan, lead and support the Summer Youth Mission Trip.
- Support Summer Youth Mission Trip related fund raising events throughout the year.
- Organize and manage monthly Youth Ministries Team meetings.
- Work with Confirmation team, as requested by the Senior Pastor and the Christian Education Committee
- Be present each week to meet and greet families and youth at Church Fellowship hour Sunday morning after worship. Follow-up on youth and family concerns expressed.
- Coordinate and publicize all youth events using emails, social media, flyers, etc. to youth and parents as necessary. Periodically update the Youth Ministries page of the PRPC website for youth related information (www.parkridgepresby.org).
- Serve as administrative and organizational coordinator between key staff and volunteers.
- Render assistance to the Senior Pastor during Holy Week, the Christmas season and vacation schedules.
- Provide periodic Worship assistance in the Sunday worship services as well as assist in weddings and funerals when requested by the Senior Pastor.
- Assist with in-home visitations as requested by the Senior Pastor.

Qualifications:

Education:

Four-year college degree required; (Christian Education or Theology preferred), enrolled or completed in a Masters Program in Divinity a plus.

Skills:

Experience in teaching and leading
Good speaking skills
Good Interpersonal skills

Excellent writing skills
Organization/administrative skills
Computer literacy

Key Relationships:

Reports to the Senior Pastor and the CE Committee.
Coordinates with the Director of Christian Education.
Chairs the YMT committee (volunteer adults involved with youth education).

Salary: Commensurate with experience

Send Resumes To:

Park Ridge Presbyterian Church
1300 West Crescent Ave, Park Ridge, IL 60068
(847) 823-4135
office@parkridgepresby.org