

**Seven Oaks Presbyterian Church**  
**Director of Children's / Youth Ministry**  
**Job Description**

**OUR VISION:** Serving the world by creating disciples of Jesus Christ

**OUR MISSION:** Loving our neighbor, sharing the Gospel of Jesus Christ

<b>Job Title</b>	<b>Director of Children's/Youth Ministry</b>
<b>Status:</b>	<b>Part Time Hours – 36 per week</b>
<b>Compensation:</b>	<b>Salaried</b>
<b>Reports to:</b>	<b>Pastor as Head of Staff, in consultation with the Christian Education Ministry</b>

**SUMMARY**

It will be the responsibility of the Director of Children's/Youth Ministry to grow the program by planning, developing, and leading the Children's/Youth Ministry in coordination with the Session, Christian Education Ministry, and Pastors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Establish strategies to grow Children's Ministry Program
  - ◆ Research needs of the community
- Plan activities for community parents on our campus
- Communicate with local churches to form relationships and joint children's/ youth activities
- Participate in school activities
- Recruit, train, organize, and nurture volunteers
- Develop and distribute a yearly calendar of events
- Create a monthly newsletter for parents, Leaf and website

**CHILDREN**

- Assist the Christian Education Ministry and Session in leading, planning and implementing the following:
  - ◆ Community outreach programs for children and their families, such as:
    - ◇ Annual Vacation Bible School, Advent Adventure, Fall Festival, Easter Extravaganza
  - ◆ J.A.M. ("Jesus and Me") monthly Children's Activity
  - ◆ Opportunities for children to participate in worship
  - ◆ Integration of a missions component into children's ministry
  - ◆ Establish relationships and provide pastoral care for families and children
  - ◆ Plan activities for parents to build relationships with one another
  - ◆ Coordination and teaching of Children's Church on Sundays

**YOUTH**

- Build a Youth Program
- Form relationships with youth and parents
- Participate in youth/school activities
- Plan strategies to increase youth involvement in missions, including planning and leading an annual mission trip.
- Plan and lead youth in regular worship activities

## **REQUIRED SKILLS, EDUCATION AND EXPERIENCE**

The Director of Children's/Youth Ministry shall possess:

1. A College degree with a focus in Christian Education or related field
2. Previous work experience with children/youth
3. The ability to model and witness to his/her faith in Jesus Christ.
4. Basic administrative, communication, and organizational skills.
5. The ability to interact well with people of all ages - parents as well as children.
6. The ability to pass a background check.

## **APPLICATION PROCESS**

1. Hire date - As soon as possible
2. Interested candidates should apply by sending a resume, relevant work experience, references to:

Seven Oaks Presbyterian Church  
To the attention of Ed Keelen, Christian Education Chair  
530 St. Andrews Road, Columbia, SC 29210

or email to [sopc@sopc.net](mailto:sopc@sopc.net)