DIRECTOR OF YOUTH MINISTRY
First Congregational Church of Crystal Lake, Illinois

HOURS: 20 hours per week (flexible office hours; weekends and some evenings required)

SALARY: $20,000

RESPONSIBILITIES:
- Plan, coordinate, and provide leadership for Middle School, Senior High, and Confirmation youth ministry programs—including, but not limited to:
  - Weekly group gatherings (Wednesday and Sunday afternoons and evenings)
  - Special monthly events
  - Trips, retreats, and overnights
  - Fundraisers
- Identify and implement creative, age-appropriate curriculum for students
- Assist in training, coordinating, and providing ongoing support to volunteers
- Manage set-up and maintenance of Youth Room and equipment
- Assist in hosting special events and outreach opportunities for students and families
- Coordinate mailings, calendar, and office-oriented business with secretarial staff
- Communicate program offerings with youth, parents, and congregation
- Oversee Youth Ministry budget, registration files, and attendance records
- Regularly assess ongoing program needs and areas for growth, with program leaders
- Keep track of students’ needs, providing proactive and reactive care as appropriate
- Communicate regularly with Associate Minister about pastoral and program concerns
- Attend Sunday worship at least two Sundays per month
- Attend monthly church staff meetings
- Serve as staff liaison to Board of Youth Ministry, attend monthly meetings

QUALIFICATIONS:
- Personal faith in God through Christ, and a genuine interest in students’ lives
- College degree or equivalent experience—youth leadership or camp experience a plus
- Working knowledge of the Bible and congregational life
- Excellent project management, organizational, and communication skills
- Outstanding interpersonal/leadership skills; can recruit, equip, and organize volunteers
- Ability to work independently, and on a team (with church staff and volunteers)
- A clear sense of ethical limits, confidentiality, and age appropriate youth behaviors

PREFERRED QUALIFICATIONS:
- Background in Education or Religious Studies (or equivalent)

REQUIREMENTS:
- Candidates must pass a background check
- 21 years of age or older
- Comfort with United Church of Christ theology
- Must be LGBTQIA+ friendly

APPLICATION REVIEW BEGINS: February 1, 2020

POSITION BEGINS: April 2020