

**JOB TITLE:** Director of Children and Youth Ministries

**REPORTS TO:** Associate Minister

**SALARY BASIS:** \$45,000 - \$55,000 commensurate w/ experience and education;  
Plus benefits (health insurance +dental and vision, life & disability insurance, prof. Development); UCC Illinois Conference Guidelines

**POSITION TIME:** Full-time, salaried; Sundays through Thursdays, with evenings and weekends as needed

**MANAGES:** Nursery Attendants, Sunday School Teachers, Volunteer Leaders/Helpers

**JOB DESCRIPTION:** The Director of Children and Youth Ministries will help shape and lead a flourishing, comprehensive program for children ages 0-18 at the First Congregational Church of Crystal Lake, that helps guide students in their spiritual and moral development at each stage of life.

Responsibilities:

1. Sunday School
  - a. Oversee Sunday School program on Sunday mornings, and monthly special events for children/families in the program
  - b. Engage visitors, and enroll new children and families
  - c. Recruit, train, support, and nurture paid and volunteer teachers
  - d. Develop and distribute outreach materials to promote programs and events
  - e. Order, prepare, and implement age-appropriate curriculum
  - f. Plan, organize, and execute annual Vacation Bible School
2. Confirmation
  - a. Lead biennial Confirmation classes for students in 7th - 8th grade
  - b. Recruit, train, and equip co-teachers for the program
  - c. Order, prepare, and implement age-appropriate curriculum
  - d. Plan, organize, and execute Confirmation Sunday and end of year celebration
3. Our Whole Lives: Comprehensive Sexuality Education
  - a. Lead biennial OWL classes for families with students in 7th - 8th grade
  - b. Maintain personal standing as a certified Our Whole Lives facilitator
  - c. Recruit, train, and equip co-teachers for the program
4. Youth Groups
  - a. Lead and develop youth programs for students in 4th - 12th grade.
    - i. Programs include, but are not limited to: weekly gatherings; special events; retreats, overnights and service trips
  - b. Recruit, train, and equip lay leaders to assist in facilitation of youth programming

- c. Communicate activities and needs of the programs to staff and congregation
  - d. Create and distribute detailed calendars of activities to parents and guardians of the youth in the program
5. Intergenerational Connections
- a. Plan, organize, and execute monthly intergenerational gatherings, conducive to families and students of many ages
  - b. Oversee church participation of families in Sunday worship and all-church events

#### General Expectations

1. Follow all Safe Church and Personnel guidelines/procedures
2. Perform tasks in a manner consistent with standards of professional practice, including but not limited to: honesty, confidentiality, strong work ethic, ongoing, and timely communication, conflict management
3. Track students' needs, providing proactive and reactive care as appropriate
4. Oversee budget, registration files, and records of each program
5. Document and analyze attendance patterns
6. Manage set-up and maintenance of rooms and equipment
7. Communicate with Associate Minister about pastoral and program concerns
8. Other duties as assigned

#### Skills/Qualifications:

1. Personal faith in God through Christ, and a genuine interest in students' lives
2. Excellent project management, organizational, and communication skills
3. Outstanding interpersonal/leadership skills; can recruit and support volunteers
4. Ability to work independently and on a team (with staff and volunteers)
5. Experience working with children and youth
6. Ability to offer outreach to parents and new families
7. Creativity for innovative programming
8. Basic knowledge of congregational life, theology, and the Bible
9. A clear sense of ethical limits, confidentiality, and age-appropriate behaviors
10. College degree or equivalent experience (background in education, religious studies, or event planning preferred)

#### Requirements:

1. Candidates must pass a background check
2. Comfort with United Church of Christ theology
3. Must be LGBTQIA+ friendly

Please send resume and cover letter to Rev. Eric C Fistler ([eric@fcc-cl.org](mailto:eric@fcc-cl.org)).

First Congregational Church of Crystal Lake | 461 Pierson Street, Crystal Lake, Illinois  
[www.fcc-cl.org](http://www.fcc-cl.org) | 815.459.6010