



Position Title: Director of Children, Youth and Family Ministries

Revised: September 2026

Reports to: Associate Pastor of Congregational Care/Senior Pastor

Exemption Status: Non-exempt, full time (40 hours/week), benefits eligible (member only)

Supervises:

1. Nursery Assistants (when applicable)
2. Interns (when applicable)

Position Summary

1. Create and implement children, youth, and family ministry programs that provide a welcoming, safe, and engaging environment where children, youth, and families can grow in their faith in Jesus Christ.
2. Working collaboratively with the Associate Pastor of Congregational Care, the Director of Children, Youth and Family Ministries will oversee Sunday morning children's programming, coordinate and equip volunteers, support the weekly outreach program, Gym Jam, administer curriculum, and help lead key seasonal and outreach services and events throughout the year.
3. In the area of Youth Ministry, the Director of Children, Youth and Family Ministries will work collaboratively with the Associate Pastor of Congregational Care, who will continue to provide pastoral oversight, theological leadership, and relational care for Highland's Youth Ministry. The Director will provide programmatic and administrative support, including coordination, organization, communication, scheduling, and event logistics. This partnership will strengthen Youth Ministry while creating greater continuity and collaboration across Highland's Children, Youth and Family Ministries.

Responsibilities

Sunday Morning Children's Ministry (25%)

- Administer and oversee weekly Sunday School programming.
- Recruit, train, schedule, and support volunteer teachers and helpers.

- Ensure classrooms are prepared with curriculum, materials, and supplies.
- Maintain a welcoming, safe, and well-organized Sunday morning environment.
- Be present at church each Sunday morning to lead and coordinate programming and volunteers.
- Build relationships with children and families and help new families become connected to the life of the congregation.

Curriculum Coordination & Faith Formation (10%)

- Work collaboratively with the Associate Pastor of Congregational Care to select and evaluate curriculum.
- Prepare, coordinate, and distribute weekly teaching materials to volunteers.
- Adapt curriculum as needed to meet the needs of Highland's children and youth participating in Sunday School.
- Provide annual orientation and regular support to teachers.
- Help ensure that children and youth are engaging Scripture, prayer, worship, and the Christian faith in developmentally appropriate ways.

Volunteer Leadership & Development (10%)

- Build relationships with Children, Youth and Family Ministries volunteers.
- Maintain volunteer schedules and communication.
- Recruit new volunteers and help individuals identify meaningful ways to serve.
- Offer support, appreciation, training, and encouragement.
- Participate in required child safety and background check processes.
- Gather required clearances from all volunteers working with children and youth at Highland.

Outreach & Special Events (15%)

Coordinate and support annual family-focused and intergenerational events, including but not limited to:

- Trunk-or-Treat (in partnership with Long's Community)
- Easter Egg Hunt

- Fall Kickoff Event
- Christmas Eve Family Service with the Highland Pastoral Team
- Vacation Bible School (or similar summer program)
- Advent and seasonal family programming
- Family fellowship and intergenerational events

Responsibilities include volunteer coordination, registration, supply preparation, communication with families and committee volunteers, and day-of event leadership.

Wednesday Morning Gym Program (5%)

- Oversee and support the weekly Wednesday morning Gym Jam program.
- Coordinate volunteers and ensure materials are prepared.
- Be present for two Wednesday mornings each month to ensure volunteers feel supported and the community feels connected to Highland.

Worship Engagement & Family Integration (5%)

- Maintain and restock worship bags and other worship resources for children.
- Support opportunities for children and youth to participate in worship.
- Encourage intergenerational engagement within the congregation.
- Work collaboratively with pastors and worship staff on opportunities such as the Children's Blessing, seasonal worship, children and youth leadership, and other special services.

Youth Ministry (15%)

Working collaboratively with the Associate Pastor of Congregational Care, the Director of Children, Youth and Family Ministries will provide administrative, organizational, relational, and programmatic support for Highland's Youth Ministry.

- Assist with planning and maintaining the annual Youth Ministry calendar alongside the Children, Youth and Family Ministries calendar.
- Coordinate communication through one cohesive Children, Youth and Family weekly email, as well as volunteer emails.
- Coordinate administrative and logistical details for retreats, conferences, mission trips, service projects, and special events.

- Assist with registrations, permission forms, clearances, medical forms, transportation information, and other administrative needs for youth events.
- Help prepare spaces, particularly shared spaces.
- Participate regularly in Youth Group and other youth activities and develop meaningful relationships with Highland's youth.

Meetings, Administration & Communication (15%)

- Attend weekly staff meetings (Tuesday at 1:00 p.m.).
- Meet regularly (weekly or bi-weekly) with the Associate Pastor of Congregational Care.
- Attend Children, Youth and Family Committee meetings.
- Work with the Associate Pastor of Congregational Care and committee leadership to prepare agendas, calendars, reports, and other materials for Children, Youth and Family Ministries.
- Participate in regular Discipleship Committee meetings to help strengthen and connect faith formation across generations.
- Maintain a comprehensive Children, Youth and Family Ministries calendar.
- Maintain regular communication with children, youth, families, and volunteers through weekly emails and church communication systems.
- Assist with Children, Youth and Family Ministries registrations, attendance records, rosters, permission forms, Realm, and other ministry records.
- Help coordinate room reservations, transportation, supplies, registrations, and other logistical needs for Children, Youth and Family Ministries programming.
- Assist with annual Children, Youth and Family Ministries budget planning and help track program expenses.
- Collaborate with church staff on newsletters, website updates, promotional materials, registration forms, and other Children, Youth and Family Ministries communications.

Qualifications

- Bachelor's degree.
- Prior experience in children or youth ministry or an educational field required.

- Seminary education, graduate theological education, or a master's degree in theology, ministry, Christian education, faith formation, or a related field is strongly preferred.
- A growing Christian faith and alignment with the mission of Highland Presbyterian Church (PCUSA).
- Strong organizational, administrative, and communication skills.
- Ability to recruit, empower, equip, and encourage volunteers.
- Ability to work collaboratively with pastors, staff, parents, committee members, and volunteers.
- Safe Church clearances required (or willingness to obtain).

Work Schedule & Flexibility

This is a full-time, 40-hour-per-week, benefits-eligible position with flexible working arrangements.

- Sunday mornings are required.
- Tuesday staff meetings are required.
- Regular participation in Youth Ministry programming is required.
- Additional hours may be scheduled flexibly throughout the week in coordination with the Associate Pastor of Congregational Care.
- Some evenings and seasonal events are required.
- Children, Youth and Family Ministries and Discipleship Committee meetings are required when offered.
- Two Wednesday morning Gym Jam programs per month are required.