



Director of Children's and Youth Education (Full-Time)

Overview: Westminster Presbyterian Church (PCUSA) in Lincoln, Nebraska seeks a full-time Educational Director to help define and implement our vision for ministries for children and youth. This position will directly manage and guide our children's ministry while shaping the scope and sequence for our youth ministry.

Purpose: Westminster recognizes that Christian Education is changing in the 21st century, and particularly in this year of pandemic and virtual church. Our Search Committee feels that the expectations for this position will evolve as we emerge from the pandemic into a 'new normal' in our society. We seek a candidate that is open to engaging in creative virtual / distanced education and outreach to both children (birth - 5th grade) and youth (6th - 12th grades) at the beginning of their tenure.

Looking ahead with hope, we envision a candidate who will lean into our more recent successes (a robust Wednesday Night "Parents' Night Out" program attracting upwards of 50-60 children birth - 8th grade prior to the pandemic) while guiding us into creative new expressions of connecting and educating children and youth. Our Director will be expected to be hands-on with children's ministry programs while working alongside volunteers and staff. They will also serve as the staff supervisor for at least one Youth Director. Youth Director(s) will work with volunteers as the hands-on leaders for ministry to youth 6th-12th grades. Weekly, we expect roughly 30 hours of the Director of Children's and Youth Education position to focus on children's ministry and 10 hours guiding the vision for youth ministry. This hourly split may vary depending on the week, position candidate, and other factors.

Context: Westminster is a PC(USA) congregation located in Lincoln, NE, a vibrant state-capital city and home of the University of Nebraska - Lincoln. Westminster is a church of around 600 members in a beautiful neighborhood setting. Our congregation holds a high value for education for all ages and is a church family with diverse gifts, talents, vocations, and expertise. Westminster is known locally for excellent worship and a culture of care for our neighbors. As of January 2021, we are worshipping virtually based on the ongoing recommendations of a Worship Task Force.

In September 2020, Westminster welcomed a new Head of Staff who is excited for the future of our education and nurture of children and youth, and who will be a strong supporter and encourager for our Director's work. The Director position will be supervised by the Head of Staff and will serve as a staff liaison to the Children and Youth committee.

Position Description

- Implement an overall Christian Education plan from nursery through high school
- Be an effective communicator in written, verbal, and electronic means of communication
- Maintain contact with parents, children and youth of the church
- Recruit and train teachers/volunteers
- Develop and oversee weeknight Parents Night Out Program - promote this program within the church, preschool and community; select curriculum (with approval from the Children & Youth committee and session); create a schedule for multiple age groups; coordinate schedule with music director and cooks; oversee staff and volunteers; welcome children and their parents at check-in; plan and present lessons; dismiss children to their parents at the conclusion of the evening.
- Select curriculum for Sunday school and other children/youth programming in coordination with appropriate committees and session approval. Order curricula once approved.
- Purchase and coordinate supplies for Sunday school and other children and youth events
- Distribute curriculum/lesson plans to Sunday school teachers and volunteers
- Organize a schedule for Children's Chat time in worship and help lead on a rotation basis.
- Coordinate Vacation Bible School
- Coordinate annual children and youth events (ex. Easter Egg Hunt, Blessing of the Backpacks, Trunk-or-Treat/Fall Festival)
- Oversee 1-2 Youth Directors, who will serve as 'hands-on' leadership to youth programming
- Submit information for the website along with weekly and monthly publications
- Conduct acolyte training
- Attend meetings of the Westminster Children and Youth Committee
- Attend staff meetings

Salary and Benefits

- Starting Salary: \$40,000 plus PC(USA) Board of Pensions medical insurance coverage provided.
 - Board of Pensions dental, visual, and retirement options available with cost to applicant.
- Hours: 40/week
- Personal Leave Accruing by Years of Service
 - Year 1 (up to 1st anniversary): 12 days
 - Year 2-5: 18 days
 - Year 6-10: 24
- Continuing Education: One Week Paid *in addition to* Personal Leave, as approved by Head of Staff
- The Hiring and Personnel Committees will work with the candidate to appropriately define a Continuing Education / Expense budget for 2021.

To Apply

Email Rev. Chris Peters (chris@westminsterlincoln.org). Please include a resume. All applicants will receive a response from Rev. Peters or a volunteer member of the Search Committee.