



POSITION DESCRIPTION: DIRECTOR OF PRESCHOOL MINISTRY

SETTING:

Located in north Orange County California, the Yorba Linda Presbyterian Church is a theologically-conservative PC(USA) congregation. With almost 400 members, this 18 year old congregation has a median age of 39.5 and called its second Pastor in 2006. We feel called to build a great Presbyterian Church where people grow in Christ, gather for community, and go with compassion.

SUMMARY OF THE POSITION:

The Director of Preschool ministry is a part-time staff person (5 hours) directly responsible to the Head of Staff. With the support of the Christian Education committee this person is responsible for providing leadership for our overall ministry to Preschoolers and their families. Some of the terms that describe the profile of this person are:

- **Entrepreneurial**
This person must have desire to develop the Early Childhood ministry into a thriving program.
- **Passionate**
Must articulate a clear commitment to Jesus Christ and to the spiritual formation of our youngest “members”.
- **Creative**
Must value ministry that is innovative and unique, exhibiting a desire to do whatever it takes to promote the spiritual formation of children at YLPC.
- **Team player**
Must have the ability to participate on a team with other ministry staff and ability to create a team of volunteer staff.

RESPONSIBILITIES:

- 1) Develop vision and goals for the Preschool Ministry in collaboration with Pastor/Head of Staff.
- 2) Weekly Program Responsibilities:
 - i. Serve as primary coordinator of Sunday morning program.
 - ii. Develop weekly/monthly/yearly plan.
 - iii. Provide preschoolers with age-appropriate biblical content, music, and crafts for the spiritual formation of the preschooler.
 - iv. Provide appropriate resources and support to parents.
- 3) Develop a Volunteer Team to assist with Preschool ministry.

- 4) Communication
 - a. Monthly Newsletter Article
 - b. Parent Letters/emails as appropriate

PROFESSIONAL RELATIONSHIPS:

- 1) Responsible to Pastor/Head of Staff;
- 2) Maintain close communication with other paid staff;
- 3) Partner with Christian Education Elders and Committee*.

GENERAL:

- 1) Participate in appropriate All-Church Events or gatherings;
- 2) Participate in the development of an annual budget for the Christian Education Committee and remain accountable for stewardship of the church's resources within that budget.

*The Board of Elders defines Staff/Committee relationship in the following manner:
“...staff are responsible to the Head of Staff and together shall make decisions for programming, curriculum, mission trips, camps and retreats with recommendations and suggestions from committees.”
(Session Minutes October 21, 2009)



POSITION DESCRIPTION DIRECTOR OF STUDENT MINISTRIES

SETTING:

Located in north Orange County California, the Yorba Linda Presbyterian Church is a theologically-conservative PC(USA) congregation. With almost 400 members, this 18 year old congregation has a median age of 39.5 and called its second Pastor in 2006. We feel called to build a great Presbyterian Church where people grow in Christ, gather for community, and go with compassion. We are uniquely poised to expand in the area of Student Ministries.

SUMMARY OF THE POSITION:

The Director of Student Ministries is a full-time staff person (40 hours) directly responsible to the Head of Staff. With the support of the Christian Education committee this person is responsible for development and programming for students and their families. Some of the terms that describe the profile of this person are:

- **Entrepreneurial**
With missional conviction, this person must have desire to develop a group—both spiritually and numerically.
- **Passionate**
Must articulate a clear commitment to Jesus Christ and a call to ministry with students.
- **Theologically Aware**
Must be biblically-based, conversant in Reformed theology and sympathetic to Presbyterian distinctives.
- **Educated**
Minimum of undergraduate degree in Pastoral/Youth Ministry, Biblical Studies or similar course of study.
- **Team player**
Must have a proven ability to participate on a staff team and ability to empower/train volunteer staff and interns.
- **Experienced**
Must have 3 years of ministry experience, preferably in a multiple-staff student ministries department.
- **Culturally Savvy**
Must be aware of the distinctiveness of students—both culturally and developmentally—toward relevant and effective ministry.

RESPONSIBILITIES:

- 1) Develop vision and goals for Student Ministries in collaboration with Pastor/Head of Staff.
- 2) Relational Ministry
 - a. Regular, personal contact with students including:
 - i. Home, school campus, and office visits;
 - ii. Letters, emails and phone calls;
 - iii. All interactions must conform to protection policies.
- 3) Program Responsibilities:
 - a. Coordinate weekly programs:

- i. Middle School (MS) and High School (HS) Sunday Morning
 - ii. MS/HS Fellowship
 - iii. Serve as primary teacher at desired programs
 - iv. Leverage volunteer staff for leadership
 - b. Coordinate all special events
 - c. Coordinate Fall/Winter Retreats
 - d. Coordinate annual HS mission trip
 - e. Coordinate Summer ministry (camps, events, seasonal programs, etc.)
 - f. Develop fundraising Teams as needed
- 4) Develop Volunteer Staff Team to assist in all aspects of program
- 5) Key interactions:
- a. All-Staff Meetings
 - b. Bi-monthly meeting with Pastor/Head of Staff
 - c. Consistent Office hours
 - d. Annual Staff Retreats
 - e. Monthly Servant Leader Summit/Christian Education Committee meetings
- 6) Communication
- a. Monthly Newsletter Article
 - b. Parent Letters/emails as appropriate
 - c. Maintain yearly calendar
 - d. Bi-Annual parent gatherings

PROFESSIONAL RELATIONSHIPS:

- 1) Responsible to Pastor/Head of Staff;
- 2) Maintain close communication with other paid staff;
- 3) Partner with Christian Education Elders and Committee*.

GENERAL:

- 1) Participate in All-Church Events and appropriate gatherings as directed by Head of Staff;
- 2) Provide leadership in the worship life of the church when appropriate;
- 3) Provide pastoral care to students and families when appropriate;
- 4) Participate in the development of an annual budget for the Christian Education Committee and remain accountable for stewardship of the church's resources within that budget.
- 5) Seek relationships with Youth Workers from other local congregations.

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"...staff are responsible to the Head of Staff and together shall make decisions for programming, curriculum, mission trips, camps and retreats with recommendations and suggestions from committees." (Session Minutes October 21, 2009)

Inquiries:

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