

Job Title: Director of Religious Education and Youth Ministry (DREYM)

Job Description: NIANTIC COMMUNITY CHURCH, NIANTIC, CT

FULL TIME, SALARIED (EXEMPT)

40 HOURS/WEEK, FLEXIBLE SCHEDULE, INCLUDING WEEKENDS AND SOME EVENINGS

Position Goals:

To maintain, develop and enhance:

- A continuing program of Religious Education for children, youth and adults;
- A continuing program of fellowship, service, and faith formation for youth.

To support and advise the Christian Education (CE) Committee in obtaining the goals of Religious Education at Niantic Community Church.

To foster discipleship in Church members and friends.

Job Qualifications:

- Bachelor's degree in a relevant discipline and/or equivalent work experience required. Ordained status not barrier, but extensive youth experience needed.
- Prior staff or volunteer experience with Youth Ministries.
- Certification or Advanced Certification in Youth Ministry or Authorized Minister is highly desirable. Must actively seek certification within one year of employment.
- Excellent written and verbal communication and organizational skills.
- A non-anxious presence and the ability to relate compassionately with all persons whom the Church serves.
- A lively and joyful commitment to the Christian faith; ability to model Christian practice.
- Maturity, with knowledge and practical experience of maintaining healthy boundaries with children, youth and parents.
- Ability to foster strong, trusting connections with children, youth and parents.
- Enthusiastic support for the Church's core values, in particular its:
 - mission to foster Christian discipleship;
 - commitment to be Open, Affirming and Reconciling;
 - Safe Church policies;
 - use of inclusive language, especially in worship.
- Ability to work effectively with current staff.
- Strong computer skills (including MS Office products, Internet, e-mail).
- Must work evening and weekend hours to meet the ministry needs of the Church.
- The successful candidate must have a strong ethical foundation and be able to effectively manage confidential information related to Church activities.

Job duties include but are not limited to:

I. General

- a. Establish regular office hours for availability to staff, teachers, parents, and newcomers to the church.
- b. Respond promptly to communications through personal interaction, email, telephone, and social networking contacts.
- c. Be physically present on Sunday mornings to administer religious education activities and to ensure that programs are operated under Safe Church guidelines.
- d. Arrange with the CE Committee for coverage of the position on Sunday mornings when absent.
- e. Attend monthly meetings of the CE Committee, weekly staff meetings, and Prudential Board meetings when invited. Meet regularly with the Pastor and Teacher to review, evaluate, plan and coordinate NCC activities and programs.
- f. Communicate regularly with the church staff and leadership regarding program goals, planning and resources.
- g. Communicate and promote awareness of Christian Education activities to the congregation.
- h. Be alert for pastoral needs in individuals and families served, and arrange for visits or other helps in coordination with the Pastor and Teacher.

II. Christian Education Ministries

- a. Develop goals and plans for the Christian education program at all levels, in line with any Church strategic plans.
- b. Assess educational needs for all ages, setting goals for education and formation.

- c. Initiate, coordinate, participate in and evaluate a variety of Religious Education experiences for all ages.
- d. Develop and administer regular evaluation of Sunday School curricula for children and adults; make appropriate recommendation to CE Committee.
- e. In consultation with the CE Committee, implement, coordinate and supervise special programming (such as Advent programs, Lenten programs, and Adult and Family education programs).
- f. Assist the Pastor and Teacher in the Confirmation program, including selection and adaptation of curricula, recruitment of students and mentors, and leading classes and retreats.
- g. Encourage and support involvement with community and regional organizations, including the United Church of Christ and the United Methodist Church.
- h. Assist the CE Committee in recruitment, training, and support of Sunday School teachers for children and adults.
- i. Recruit (and train, as needed) leaders for yearly Vacation Bible School.
- j. Coordinate with the Vacation Bible School staff to support them in their goals, objectives and needs.
- k. Promote the Disciple Bible study program, especially recruitment of youth and adult participants.
- l. Oversee registration of new students; tabulation of weekly attendance, records of enrollment; maintenance of church school and youth database.
- m. Inform staff weekly of data on new families.
- n. Contact families after a new child's attendance of three weeks.
- o. Contact families after a child's absence of three weeks or more.
- p. Communicate regularly with parents and teachers through the church newsletter, brochures, pamphlets, and electronic media.
- q. Coordinate with the Church Resource Center volunteer staff to provide and maintain Christian education resources, including books, videos/DVDs and other materials.
- r. Work regularly with staff and lay leaders to integrate educational offerings and opportunities into other ministries (i.e., missions, youth ministry, evangelism, multi-cultural outreach).
- s. Plan and develop worship services for Children's Sunday and other special occasions, with guidance of the Pastor and Teacher.
- t. Ensure that CE Budget is maintained.
- u. Other tasks as assigned by the Pastor and Teacher.

III. Youth Ministries

- a. Develop goals and plans for youth ministries, in line with any Church strategic plans.
- b. Develop and implement an annual calendar of activities and programs that are inclusive and that promote relationship development and discipleship at levels appropriate to each age group.
- c. Oversee and ensure recruitment and training of youth leaders.
- d. Plan, organize, and lead youth mission trips, including yearly mission trips for Middle School and High School youth.
- e. Plan and develop occasional worship services led by youth, with guidance of the Pastor and Teacher.
- f. Encourage youth involvement in worship.
- g. Maintain current information regarding youth programming on Church website and social networking websites.
- h. Communicate regularly through Tidings, Sunday bulletins and the Wednesday e-mail.
- i. Ensure that the youth ministries budget is maintained.
- j. Other tasks as assigned by the Pastor and Teacher.

IV. Professional Growth

- a. With the support of the church, pursue education opportunities in order to keep your own mind and spirit fresh and creative.
- b. With the support of the church, attend conferences and participate in education training events to strengthen the knowledge and skill bases in Christian education.

Contacts (as needed):

- Pastor and Teacher, Community Minister, and Church Secretary – daily.
- Congregational members – as needed
- Board and Committee Chairs – as needed

- Confirmands and Mentors – as required by annual confirmation class.
- Adult volunteers and youth participants for Middle School and Senior High Fellowship, Vacation Bible School, and Christian Education Committee – as needed.
- Community Outreach Groups (Youth Services Agencies and area Churches) – as needed
- UMC and UCC Regional Representatives – as needed.
- The DREYM supervises the work of lay ministers in Religious Education and Youth Ministries.
- The DREYM reports to the Pastor. Performance will be evaluated by the Pastor and the CE Committee.

Notice:

“The above declarations are not intended to be an ‘all-inclusive’ list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job.

“Neither this document nor any of the informational materials and forms creates an express or implied contract for a definite period or a contract concerning any terms or conditions of employment. Neither shall it alter in any way the at-will nature of employment or imply that discharge will occur only for cause.”

Accepting applications immediately.

Applications will be evaluated beginning January 15, 2011.

Applications accepted until position is filled.

Please submit cover letter, resume and other pertinent information to applications@nianticcommunitychurch.org.

Contact Information: Joyce R. Wood

Chair, Search Committee

Job Link: www.nianticcommunitychurch.org

Email: applications@nianticcommunitychurch.org