



IMMANUEL

ANGELICAN CHURCH

Director of Kids & Youth Ministries | Job Description

Supervisor: Nichole Sangha, Executive Pastor

Starting Date: July 2024

Employment Classification: FT

Role: The Director of Next Generation Ministries provides leadership, vision, and organization for Immanuel's ministries for children, youth and their parents.

Skills Required

- Leadership
- Pastoring
- Communication
- Teamwork
- Creativity
- Organization
- Basic Tech skills
- Problem-solving
- Flexibility/Adaptability

Qualities Desired

- A strong love of God and people and an active, growing, and mature relationship with Jesus Christ; dedicated to the spiritual growth of self and others;
- Close theological alignment with the belief and practices of Immanuel Anglican Church and commitment to her mission in Chicago;
- Collaborative approach and a team mentality;
- Ability to multitask, organize multiple projects, and meet deadlines;
- Creative spirit and a passion for innovation;
- Ability to accept direction and feedback;
- Ability to self-start (i.e., recognize a need and initiate an appropriate response), and
- Professionalism, friendliness, and poise when communicating with parents, teens, children and volunteers.

Job Duties

VISION LEADERSHIP: The Director of Next Generation Ministries provides leadership and vision for Immanuel's ministries for parents, youth and children, seeking always to serve the vision of Immanuel Anglican to "lift high the Son of God in the city of Chicago that all would be drawn to Him."

1. Cast and implement a compelling and practical vision for Immanuel's next generation ministries, including for:
 - a. **Children:** Christian formation of the children at Immanuel (birth - 5th grade).
 - b. **Youth:** Christian discipleship for the youth of Immanuel (6th - 12th grade).
 - c. **Parents:** Support for parents in the work of discipling their children.
 - d. **Family Outreach:** The mission of reaching unchurched families in Chicago.
2. Initiate and maintain relationships that promote growth in leadership capacity, spiritual vitality and professional competence:
 - a. Consult as needed with a leadership coach.
 - b. Seek regular counsel from a spiritual director and other pastoral care providers to promote spiritual growth and health.
 - c. Seek out training and resources that grow understanding of current best practices in children's and youth ministry and provide opportunities for collaboration with other churches and leaders.
3. Take regular prayer retreats (6x/year).

VOLUNTEER LEADERSHIP: The Director recruits, screens, inspires, equips, shepherds and coaches volunteers who can faithfully shepherd children and youth through their teachings and life example.

1. **Recruit.**
 - a. Recruit volunteers to serve in the nursery, children's chapel and youth ministry, and
 - b. Orient potential volunteers to the full screening and on-boarding processes.
2. **Screen.**
 - a. Review volunteer application;
 - b. Call or email character references;
 - c. Conduct background check, and
 - d. Meet with new volunteer one-on-one before permitting to serve.
3. **Inspire.**
 - a. Meet with new volunteers to get to know them personally and pray over them before they begin serving;
 - b. Coordinate twice-yearly vision gatherings to "re-center" volunteers on the vision of Immanuel's youth and children's ministries, and
 - c. Give weekly encouragement and vision in huddles before and after Sunday ministry time.

4. **Equip.**
 - a. Distribute abuse awareness training to each volunteer;
 - b. Train volunteers in Child Safety Policies;
 - c. Equip volunteers to teach and lead Sunday morning classes;
 - d. Prepare curriculum for volunteers to use, and
 - e. Maintain regular communication with volunteers.
5. **Shepherd.**
 - a. Hold periodic meetings with individual volunteers to foster and build deeper relationships (ideally once a year), and
 - b. Regularly pray for volunteers.
6. **Coach.**
 - a. Recruit lay ministry leaders to lead events, ministries and initiatives, as their passion and maturity align with ministry needs, and
 - b. Coach lay ministry leaders, meeting regularly (at least once a month) to discuss the ministry, reconnect to vision, plan initiatives and pray together.

EVENT/MINISTRY COORDINATION: The Director coordinates opportunities for children and youth - on Sundays and beyond - to encounter Jesus and be transformed by the power of the Gospel to become lifelong disciples of Christ who use their spiritual gifts in service of the Church.

1. **Coordinate Sunday morning ministries.**
 - a. Schedule volunteers and coordinate Sunday service calendars;
 - b. Select curriculum for each class;
 - c. Coordinate weekly lessons and supplies;
 - d. Curate comfortable and safe environments for each age group;
 - e. Maintain a welcoming and secure registration and check-in process;
 - f. Take attendance, following up with families after extended absences, and
 - g. Implement guidelines and policies for child safety and abuse prevention.
2. **Coordinate youth events and discipleship connections.**
 - a. Support youth involvement in Immanuel's confirmation process, and
 - b. Coordinate fun events for youth to bond with one another and with leaders.
3. **Coordinate events for families and children from Immanuel and beyond.**
 - a. Plan and execute family-friendly special events;
 - b. Develop child-friendly and youth-friendly service projects, and
 - c. Coordinate Vacation Bible School or any other child-focused or youth-focused outreach initiatives.
4. **Coordinate childcare** for church gatherings.
 - a. Recruit, hire and oversee paid nursery worker, and
 - b. Coordinate childcare for special events and services.
5. **Bridge generational gap** by connecting children's and youth ministry to the wider church body.
 - a. Plan and execute children's and youth programming for all-church retreat;
 - b. Communicate ways for older children and youth to serve with Sunday teams, and

- c. Identify volunteers who can lead children and youth in arts and worship opportunities that serve the wider community.

FAMILY DISCIPLESHIP SUPPORT: The Director supports and stays connected with parents of Immanuel in the spiritual leadership of their homes.

1. Support

- a. Create, curate and distribute resources to help parents disciple their children at home;
- b. Coordinate connection points for parents to fellowship with one another and, when possible, with older parents who can provide mentorship and encouragement;
- c. Seek out and publicize “easy yoke” opportunities for parents to grow in spiritual leadership of their families.

2. Connection

- a. Keep open lines of healthy communication and positive relationships with parents;
- b. Regularly seek out feedback on initiatives from trusted parents.

NEXT GEN ADMINISTRATION: Finally, the Director builds processes and systems that enable Immanuel’s family ministries to grow in size and effectiveness.

1. Communication with parents:

- a. Send weekly update to parents;
- b. Maintain children’s ministry portion of website/Immanuel Online; keeping information current and helpful to parents and visitors;
- c. Coordinate new family handouts and oversee distribution of paper announcements.

2. **Online Promotion:** Work with Communications Director to strategically manage Immanuel’s online presence and web representation of Family Ministries to reflect vibrant community life and demonstrate warm welcome to new parents and families.

3. Volunteer Management:

- a. Move new volunteers efficiently through the on-boarding process;
- b. Keep background checks up to date (renew every three years);
- c. Manage volunteer schedules for Sunday mornings and events, and
- d. Maintain records of leadership documents for each volunteer.

4. Budget Management:

- Submit yearly budget request;
- Monitor and balance the Next Generation Ministries budget;
- Provide reimbursement information for volunteers making purchases.

TEAM COLLABORATION

1. Attend weekly staff meetings and other required staff events;
2. Honor the conduct and character requirements expressed in our Staff Handbook; and
3. Collaborate with the staff of Immanuel to pray for and carry the vision of our church to lift high the Son of God in the city of Chicago, that all would be drawn to Him.