

Philadelphia Presbyterian Church, Charlotte, NC Youth and Family Director (Youth & Children's Christian Education)

Position Type: Full-time with benefits provided at no cost to employee

Reports To: Head of Staff / Pastor

FLSA Status: Exempt

Position Summary

The Youth and Family Director (Non-Ordained) provides leadership for a comprehensive ministry that nurtures the faith formation of children (preschool–5th grade), youth (grades 6–12), and their families. This role develops age-appropriate Christian education, fosters intergenerational relationships, and equips parents/guardians as primary faith formers, all within the theology and polity of the Presbyterian Church (USA).

This role is best suited for someone energized by leading across multiple age groups and ministry areas simultaneously. The ideal candidate is a self starter who moves comfortably between kindergarten age Sunday Schoolers and a high school mission trip, and who sees parents as ministry partners, not just constituents. Current program size averages 20-30 youth age and 8-10 elementary age students.

Key Responsibilities

1. Youth Ministry (Grades 6–12)

- Plan, lead, and evaluate weekly youth gatherings (fellowship, education, and worship elements).
- Develop a balanced program including Bible study, service, mission, and community-building.
- Recruit, train, and support volunteer leaders.
- Coordinate retreats, mission trips, conferences, and special events.
- Provide pastoral care and maintain relational connection with youth.

2. Children's Ministry & Christian Education (Preschool–5th Grade)

- Oversee and coordinate Sunday School and other faith formation programs for preschool and elementary-aged children.
- Select or develop curriculum consistent with Reformed theology and PC(USA) values.

- Recruit, train, and support teachers and nursery volunteers.
 - Ensure a safe, welcoming, and engaging environment for children.
 - Plan and lead seasonal events (e.g., Vacation Bible School, Advent/Lent activities, children's worship opportunities).
 - Partner with worship leaders to incorporate children into services (e.g., children's sermons, participation roles).
 - Serve as staff point of contact for paid nursery employees
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3. Family Ministry (All Ages)

- Equip and support parents/guardians as primary faith leaders in the home.
 - Provide resources, communication, and training to help families practice faith together.
 - Plan intergenerational events that build relationships across age groups.
 - Support key milestones (baptism preparation, Bible presentations, confirmation, graduations).
 - Maintain regular communication with families about programming and opportunities.
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4. Faith Formation & Worship Integration

- Ensure continuity of faith development from early childhood through high school.
 - Coordinate confirmation classes in partnership with pastoral staff.
 - Encourage active participation of children and youth in worship and congregational life.
 - Incorporate Presbyterian theology into all educational programming.
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5. Congregational Engagement

- Build strong relationships with children, youth, families, and the broader congregation.
 - Advocate for children, youth, and family ministry within the church.
 - Collaborate with staff and committees (e.g., Christian Education Committee, Session).
 - Communicate regularly via email, newsletters, and social media.
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6. Administration & Safety

- Manage ministry budgets for children, youth, and family programs.
- Maintain attendance, registration, and permission records.
- Ensure compliance with child protection and safe church policies.
- Coordinate logistics, scheduling, and volunteers for all programs and events.

Qualifications

- Bachelor's degree preferred: degree in ministry, theology, education, or related field preferred
- Experience working as a church staff member leading youth
- Understanding of Presbyterian Church (USA) theology and structure (or willingness to learn).
- Strong leadership, organizational, and communication skills.
- Ability to recruit, train, and retain volunteers.
- Commitment to creating an inclusive and welcoming environment for all families.

Core Competencies

- Relational ministry across multiple age groups
- Program development for children, youth, and families
- Volunteer leadership and team-building
- Pastoral care and communication
- Organizational and administrative effectiveness

Work Schedule

- Flexible schedule including Sundays, evenings, and occasional weekends.
- Participation in retreats, mission trips, and seasonal programming required.

Compensation & Benefits

- Annual salary commensurate with experience
- Cost of health and dental insurance for employee and family provided by church at no cost to employee
- Retirement/Board of Pensions
- Continuing education and cell phone reimbursement

To Apply

Submit resume, cover letter, and references to ppc@philadelphiachurch.org

