



## Director of Children & Youth Ministries

6201 Osgood Avenue N, Stillwater, MN 55082 | [fpc-stillwater.org](http://fpc-stillwater.org)  
Reports to: Pastor | Status: Part-time 20-25 hours weekly

### Job & Church Brief

---

First Presbyterian Church of Stillwater, MN is seeking an innovative leader to develop and grow a creative and vibrant programming for children and teens that cultivates lasting intergenerational relationships. The compassionate person in this position supports and develops a culture of welcoming and inclusivity for children and youth while practicing transparent communication. This organized person takes the initiative to develop, communicate and implement all aspects of the ministry to support and encourage growth for children, youth and families in their faith.

First Presbyterian is a welcoming community of over 300 Christian believers who celebrate and proclaim the Gospel of Jesus Christ. Coming from diverse social, economic and geographic backgrounds and experiences, we are united in the Presbyterian tradition. In living our mission “Connecting in Christ, Transforming Lives”, we embody a rich heritage of worship, prayer, music, study and spiritual growth as we seek new ways to love God, expressed by our outreach to local, regional, national and global communities.

### Essential Functions

---

1. Imagine, design and coordinate regular programming with the school year for ages 0-18 including researching, choosing and preparing curriculum with scope and sequence; recruit, schedule, equip, and support volunteers and nursery staff in alignment with best practices and policies.
2. Cultivate authentic relationships with children, teens, parents and volunteers; cast vision for fostering intergenerational relationships within the congregation through collaborating with ministry teams to experiment and innovative new opportunities.
3. Communicates regularly with families and community through a variety of means including print, social media, email and verbal; provides calendar of events and programming and pastoral care support and resources.
4. Design, implement and teach Confirmation in coordination with Pastor.
5. Plan, communicate and lead annual youth trips and regular social events throughout the year.
6. Provide opportunities for children, youth and families to serve and live out faith in community including regular outreach in partnership with Mission Team.
7. Collaborate with worship staff and kids' choir volunteer to encourage diverse opportunities for children/youth involvement in worship.

### Other Responsibilities

---

- Work together with personnel team to supervise and oversee paid nursery staff.
- Regularly attend worship.
- Participate in regular one-on-one meetings with pastor as well as staff meetings.
- Manage contacts, calendar, budget and resources needed to make ministry successful.
- Participate in continuing education opportunities and local network of children's & youth ministry directors/leaders.

## Minimum Requirements

---

- Minimum 2-3 years of related experience.
- Minimum of Associate's / Bachelor's degree or its equivalent.
- Demonstrates an authentic and developed personal faith.
- Familiar and comfortable with progressive Presbyterian theology and practice (or willing to learn).
- Willingness to love and care for young people and families.
- Administrative and technological skills in organizing, planning, coordinating events.
- Expectation of an average 20-25 hour work week, including Sunday morning participation; willingness to understand the seasonal and flexible nature of the job.
- Ability to successfully pass a background check.

## Core Competencies

---

**Interpersonal Skills:** exudes a natural sense of care for the well-being of others'; generates a sense of warmth, openness and approachability; fosters natural connections within congregation; responds with empathy to the life circumstances of others; trustworthy, consistent and reliable; practices direct, honest and transparent communication; admits mistakes and doesn't operate with hidden agendas; supports a culture of welcome, connection and inclusivity between generations and for neurodivergence, LGBTQ+, etc..

**Team-Building & Volunteer Management:** creates an environment that others want to participate in; establishes good working relationships with others; works well with people at all levels of the congregation; builds appropriate rapport; engages in thoughtful listening; considers the impact of their actions on others; can find common ground and get cooperation with minimal anxiety; creates a climate in which people want to do their best; empowers and engages people in their area of giftedness; provides direction, gains commitment and achieves results through the efficient, creative, and responsible deployment of volunteers.

**Creativity & Innovation:** generates new ideas and connections among existing ideas; has good judgement about which creative ideas and suggestions will work; problem solves solutions and decides in a timely manner based up on a blend of research, experience, risk-taking and judgement.

**Organization & Communication:** knows how to organize people and activities; identifies key objectives, scope, resources needed, realistic timeline for projects, events and programs; can appropriately balance priorities; consistently visualizing details needed to accomplish the large picture; is able to write and speak to convey a message clearly, articulately, and succinctly in a variety of settings; demonstrates communication styles appropriate to the situation at hand; chooses appropriate format and channel.

**Spiritual Formation:** promotes and demonstrates an understanding of spiritual discipleship as a journey or process; shows strong personal depth and spiritual grounding; nurtures personal spiritual life; is able to articulate a clear and consistent theology; invites others into reflection about personal spiritual life; teaches a variety of spiritual practices; creates large and small group learning environments.

**Vision Ownership:** demonstrates understanding and support of the congregational mission, vision, values and beliefs by consistently behaving in a manner congruent with and supportive of them; knowledgeable about how congregational communication, decision-making and leadership works; takes initiative and seizes opportunities for youth to be part of the bigger picture; makes the vision and core purpose clear, achievable, compelling and shareable by everyone.

## To Apply

---

This is a part-time position, 20-25 hours per week. Compensation will be based on experience and length of service (\$25 - \$35 an hour) with comp time, paid time off, continuing education / book budget, and optional participation in 403B savings.

Resumes and cover letters received by First Presbyterian's Search Team at [jobs@fpc-stillwater.org](mailto:jobs@fpc-stillwater.org) by **August 31** will be given first consideration.