



Job Description				
Job Title	Director of FCCOG Church School and Regional Youth Ministry			
Current Job Holder	Vacant			
Hiring Manager	Rev. Patrick Collins			
Reporting Manager	Associate Pastor - Rev. Cydney Van Dyke			
	Status: FT (Exempt)	Hours Per Week: 40	Location: FCCOG	Job Description Created: Dec 2022
Job Summary:				
<p>1) In coordination with the clergy team and the Faith Formation and Education Committee, the Director is responsible for overseeing and implementing a yearly Church School program for First Congregational Church of Greenwich (FCCOG). (16 hours/week).</p> <p>2) The Director will create and execute a long-term plan for providing opportunities for Christian fellowship and faith formation for students in 6th-12th grade through the development of a regional youth ministry program in coordination with partner churches/groups. The youth ministry program is to be inclusive and Open and Affirming (ONA). (24 hours/week).</p> <p>Currently, the two churches participating in and supporting a regional youth ministry effort are FCCOG and Second Congregational Church in Greenwich (2CC), however the Director will help the ministry effort to grow into a community youth group for any church and/or youth wanting to participate.</p>				
Major Duties:				
<p>For FCCOG Church School:</p> <ul style="list-style-type: none"> A. Collaborate with clergy and the Faith Formation and Education Committee to oversee and implement a creative and innovative Church School program, including the recruiting and training of volunteers. B. Provide support and promote intergenerational faith formation activities developed with the guidance and direction of the FCCOG clergy team. C. Coordinate and collaborate with the Faith Formation and Education Committee to recruit, train, and manage volunteers that help run the Church School. D. Maintain contact and build relationships with families of children and youth at FCCOG. E. Provide families with resources for faith formation at home. <p>For Regional Youth Ministry Initiative:</p> <ul style="list-style-type: none"> A. Under the direction of the FCCOG clergy team in coordination with clergy from partner congregations, and with input from the Advisory Group (which is to consist of representatives from participating churches/groups), create and implement a regional youth ministry program model. B. Coordinate youth events, activities, retreats, and mission trips, which appeal to a diverse population of youth across the region. 				

- C. Work with the FCCOG clergy team and clergy from partner congregations on the implementation of a Confirmation program for the participating youth.
- D. Develop relationships with neighboring United Church of Christ (UCC) youth and other churches, when possible.
- E. Maintain contact and build relationships with families of participating regional youth.

Duties/Responsibilities:

For FCCOG Church School

1. Work closely with the FCCOG clergy team to assess and set a Church School curriculum to engage the faith and spiritual growth of children and families.
2. Serve on the Faith Formation and Education Committee, and represent the distinct needs of FCCOG children, youth, and their families on an as needed basis.
3. Effectively communicate all programs, special events, and opportunities with FCCOG and the larger community.
4. Administrative duties such as preparing and managing annual program budget with Associate Pastor and keeping accurate attendance records in church database system.
5. Arrange for supervision of PrayGround (in Meetinghouse during worship) on all Sunday mornings and childcare as needed for other church programs as requested by church staff.
6. In coordination with clergy and Preschool Board, collaborate with the FCCOG Preschool Director for use of shared classroom and supply spaces, and event publicity.
7. Participate in weekly church staff meetings and monthly Church Council meetings.
8. Attend programs for continuing education, which directly enrich and enhance the current needs of the Faith Formation and Education program at FCCOG.

For Regional Youth Ministry Initiative:

1. Create a vision and mission for a collaborative regional youth ministry model. Establish meeting locations and times in collaboration with ministry partners.
2. Recruitment of program participants from 6th-12th grade from within and outside of FCCOG, 2CC, and other participating churches/groups.
3. Organize engaging activities and events for youth, such as meaningful community service, space to reflect on current events and process the events of their lives, time to ask questions about life and faith, potential leadership opportunities, and the chance to just have fun and be a kid.
4. Lead youth on an annual mission trip.
5. Build and maintain relationships with youth and their parents.
6. With the Advisory Group, build a team of volunteers to help run all youth events.
7. Ensure that all events follow the Safe Conduct Policy of FCCOG.
8. Weekly supervision/check in with FCCOG Associate Pastor (Supervisor) for feedback and optimal engagement, program development, and creating discipleship. Periodic evaluations (at least yearly) will be conducted by Supervisor with input from partner churches/groups and Advisory Group.

Educational Requirements:



1. College degree required; Master's preferred (in process is ok). Formal education and/or experience in humanities, religious studies, or social service, or education is highly beneficial and preferred.
2. Must be fluent in spoken and written English.

Experience Requirements:

1. 2+ years of experience working with children, youth, and families.
2. Demonstrated experience working in an environment which involves coordination among multiple groups.

Skills, Knowledge & Attributes:

1. A heart for the mission and vision for both FCCOG Church School and for the youth of the wider Greenwich community.
2. Ability to refer to the Bible and faith in contemporary, relatable, and encouraging ways.
3. Self-starter, enthusiastic, hard-working, demonstrated ability to motivate and build relationships.
4. Ability to organize, prioritize, and meet deadlines. Proven ability to take projects from beginning to end, and skilled in creative problem solving.
5. Able to communicate effectively with all constituencies inside and outside the church. Strong interpersonal communication skills.
6. Team Player - Able to work effectively and harmoniously with all constituencies. Comfortable with diverse churches/groups (age, socio-economic means, family circumstances, beliefs, etc).
7. Skilled in event planning, public speaking, and budget management.
8. Computer savvy - Proficient with job-specific programs including Microsoft Office Suite (Word, Excel, Outlook, etc.), One Drive, Teams, Zoom, Constant Contact, etc.

Other:

- Must be a U.S. citizen or have a U.S. work permit.
- Must have a valid driver's license.
- Must pass a criminal background check.