

## **WESTMINSTER PRESBYTERIAN CHURCH**

**Job Title** Associate Director of Children, Youth and Family Ministries

**Department** Spiritual Growth

**Reports to** Director of Children, Youth and Family Ministries

**Classification** Full Time/Exempt

### **Position Summary**

Support the implementation of children (birth-5<sup>th</sup> grade), youth (grades 6–12) and family ministries through relational engagement, program leadership, and operational coordination. This role focuses on people, events, and communication systems, working closely with the Director to carry out ministry goals and with the Engagement Department to ensure clarity, consistency, and connection.

### **Core Responsibilities**

#### **Program & Relational Ministry**

- Build strong, consistent relationships with children, youth, and families through regular presence and participation
- Help lead children's ministry programming, youth gatherings, small groups, retreats, mission experiences, and special events
- Support confirmation, milestone ministries, and intergenerational experiences

#### **Implementation & Operations**

- Manage people, events, and schedules using Planning Center, including registrations, volunteer scheduling, calendars, and communication workflows for children's and youth ministries
- Coordinate logistics for classes, events, trips, and retreats
- Support safe church practices, training, and documentation across ministries

#### **Engagement & Communication**

- Serve as a key connector between Spiritual Growth Ministries and the Engagement Department

- Assist with content coordination, timelines, and information flow for ministry communications
- Support digital communication tools and social media in alignment with church-wide standards

### **Collaboration & Support**

- Work closely with the Director to implement ministry vision and growth goals
- Partner with volunteers, parents, and staff to ensure smooth execution of programs
- Participate in staff meetings, planning sessions, and training as appropriate

### **Skills & Attributes**

- Strong relational skills and ability to connect with children, youth, and families
- High attention to detail and comfort managing systems and logistics
- Proficiency with Planning Center; digital communication tools a plus
- Collaborative, adaptable, and team-oriented

### **Education & Experience**

- Bachelor's degree preferred.
- Prior experience in children's or youth ministry or educational field required.

To Apply:

Please upload a cover letter and resume here to submit your application:

[Application for Associate Director of Children, Youth, and Family Ministries](#)