

Dear Applicant,

We are thrilled that you are considering employment at the First Congregational Church of Crystal Lake (FCC), Illinois as our Director of Children and Youth Ministries. We are looking for someone who can help provide spiritual nourishment for children and students at each stage of life; from engaging Sunday School lessons, to invigorating confirmation programs, to meaningful high school experiences. We pray that, as we launch our students into the world, we have provided them a Christian foundation to be thinking, loving adults ready to shape the world.

FCC is 177-year-old congregation of the United Church of Christ. We have around 900 members, an average worship attendance (pre-COVID) of 325, and an annual budget of \$825,000. We currently have a robust Sunday School and Youth programs, but there is opportunity for growth

FCC has been an actively Open and Affirming congregation for nearly 5 years, regularly participating in Pride events and LGBTQ inclusion and advocacy in the community. For over 10 years, we have been dedicated to accessibility for all which seeks the welcome and inclusion of persons of all mental and physical abilities in the life and ministry of our community. While the church has been dedicated to racial justice for years, we have recently focused our efforts to become an actively anti-racist church through education, advocacy, and action.

We look forward to answering any other question or concerns you have about our congregation, community, or this position.

Peace,

Pastor Eric C Fistler

Senior Minister

First Congregational Church of Crystal Lake
461 Pierson Street
Crystal Lake, IL 60014
eric@fcc-cl.org

JOB TITLE: Director of Children and Youth Ministries

REPORTS TO: Associate Minister

POSITION TIME: Full-time, salaried (\$55,000 total package); Sundays through Thursdays, with evenings and weekends as needed

MANAGES/SUPERVISES: Nursery Attendants, Sunday School Teachers, Volunteer leaders/helpers

JOB DESCRIPTION: The Director of Children and Youth Ministries will help shape and lead a flourishing, comprehensive program for children ages 0-18 at the First Congregational Church of Crystal Lake, that helps guide students in their spiritual and moral development at each stage of life.

Responsibilities:

1. Sunday School

- Oversee the entire Sunday School program on Sunday mornings, and special events for children/families in the program
- Recruit, train, support, and nurture paid and volunteer teachers
- Order, prepare, and implement age-appropriate curriculum in each classroom
- Integrate music into Sunday School, in partnership with Music Minister
- Plan, organize, and execute annual Vacation Bible School
- Engage visitors, and enroll new children and families
- Document and analyze attendance patterns
- Develop and disseminate outreach materials to promote Sunday School, VBS, and special events
- Work with pastors to facilitate children's participation in worship
- Serve as staff liaison to the Christian Education Ministry Team

2. Confirmation

- Lead weekly confirmation classes for students in 8th grade
- Recruit, train, and equip co-teachers for the program
- Host annual confirmation retreat, end-of-year family celebration, and Confirmation Sunday

3. Junior and Senior High Youth Groups

- Lead and develop the Junior and Senior High youth programs, serving as the primary leader for both. Programs include, but are not limited to:
 - Weekly Wednesday and Sunday evening High School gatherings
 - Twice-monthly Junior High School gatherings
 - Special monthly events
 - Retreats, overnights, and summer service trips
- Recruit, train, and equip lay leaders to assist in supervising youth programming
- Communicate the activities and needs of the youth programs to FCC staff and congregation via social media, electronic communication, and print media
- Create and distribute detailed calendars of activities to parents and guardians of

- the youth in the program
- Oversee budget, registration files, and attendance records of the youth programs
- Manage set-up and maintenance of Youth Room and equipment.
- Serve as staff liaison to the Youth Ministry Team
- 4. Family Connections
 - Plan intergenerational events conducive to families and students of many ages
 - Oversee church participation of families in Sunday worship and all-church events
 - Communicate regularly with program families
- 5. General Expectations
 - Follow all Safe Church and Personnel guidelines/procedures outlined in the FCC Employee Handbook and Safe Church Policy
 - Perform tasks in a manner consistent with standards of professional practice, including but not limited to: confidentiality, strong work ethic, self-directed work activities, conflict management, and good communication
 - Answer calls and emails from congregants in a timely manner
 - Track students' needs, providing proactive and reactive care as appropriate
 - Communicate with Associate Minister about pastoral and program concerns
 - Other duties as assigned

Skills/Qualifications:

- Personal faith in God through Christ, and a genuine interest in students' lives
- Excellent project management, organizational, and communication skills
- Outstanding interpersonal/leadership skills; can recruit and support volunteers
- Ability to work independently and on a team (with staff and volunteers)
- Experience working with children and youth
- Ability to do outreach to parents and new families
- Creativity for innovative programming
- Wisdom to select age-appropriate, progressive curriculum
- Basic knowledge of congregational life, theology, and the Bible
- A clear sense of ethical limits, confidentiality, and age-appropriate youth behaviors
- College degree or equivalent experience (background in education or religious studies preferred)

Requirements:

- Candidates must pass a background check
- 21 years of age or older
- Comfort with United Church of Christ theology
- Must be LGBTQIA+ friendly

Please send resume and cover letter to Rev. Eric C Fistler (eric@fcc-cl.org)