

# Assistant Director of Kids & Youth



Full-Time Position (~40 hours/week)

## Church Overview

New City is a healthy, growing congregation in the Presbyterian Church of America. Comprised of about 600 adults and 275 children we are located in Cincinnati, OH where we have committed ourselves to connecting people to God, to community, and to mission. We want to ensure all we do is faithful to the kingdom of God and in line with our mission, vision, and values. Culturally our church is warm, winsome, and oriented around the means of grace in order to remind ourselves of God's deep love. We act out what we believe through the practices of hospitality, serving our community, and praying and caring for our neighbors.

We began in 2009 as a small group of people praying and dreaming about what the city of Cincinnati could look like under the reign of Jesus Christ. How would Cincinnati be different if Jesus were acknowledged and people began to serve Him and love one another? How would business practices be altered? How would issues of poverty and economic disparity be addressed? How would it change the way we live in community with our neighbors? How would it change families?

Ironically, when the church began, there was no intentional design for scaling a kids ministry. In fact, we only had 2 kids when the church first started. While our kids ministry has grown over the years, our focus has always been to encourage and equip parents with the tools they need to be the primary spiritual guides in the lives of their children (Deuteronomy 6:4-9). However, we also strongly believe that the whole church family is charged with commending the works of God from one generation to another (Psalm 145:3-4).

## Position Overview

The Assistant Director of Kids & Youth will partner with our entire NCK Staff team while receiving direction and support from the NCK Director and Pastor of Family Ministries. The work of this team is to equip the saints for the work of ministry in our mission to communicate to families, kids, and students a compelling portrait of the glory and majesty of God, our need for him, and his astounding love and mercy offered to us in Jesus.

An individual in this role will thrive when they are 1) able to work within a team and can communicate to a broad range of ages, 2) can navigate the need to be task oriented and relationally savvy, and 3) is able to take direction but willing to bring their own initiative and vision to the tasks entrusted to them. The most significant and prominent deliverables that this role will be tasked with is supporting our New City Kids Ministry, Club 56 Ministry, and our Student Ministry.

**New City Kids:** Sunday mornings are "prime time" for ministry to our kids'. In their capacity with our kids, the Assistant Director of Kids & Youth will equip teachers and prepare K-6th grade classes for Sunday mornings. They will manage classrooms, supplies, crafts, etc. for K-6th graders. Working in conjunction with the NCK Director and NCK staff they will recruit, coach, assist, observe, and encourage lead teachers and volunteers. This role will support, help lead, and participate in Kids' Church alongside our other NCK staff members.



**Club 56:** Club 56 is our ministry to our 5th and 6th graders, meeting weekly on Sunday mornings and quarterly for socials. The Assistant Director of Kids & Youth will work to plan and execute those Sunday mornings and quarterly socials while building and equipping a team of volunteers. This role will focus on helping 5th and 6th graders encounter Jesus, helping them make their faith their own, celebrating transitions, and creating a context for them to build godly friendships with one another.

**New City Student Ministry:** NCSM is our ministry to 7th-12th graders. The Assistant Director of Kids & Youth will work closely with the Pastor of Family Ministries to plan and execute weekly youth meetings (i.e. Large Group, Summer Bible Studies, etc.), socials and retreats, and other student ministry programming. This person will assist the Pastor of Family Ministries with administration and communication to parents, volunteers, and students.

**Relationally:** This role will stay current on the “flock” by actively getting to know kids, students, and families. Works to include kids in the broader life of the church while emphasizing on developing community and navigating transitions through grades 5-8th. Developing relationships with parents and fostering friendships among kids is essential.

**Availability:** This role requires a weekly pattern of availability on Wednesday nights and Sunday mornings. Additionally this role will participate in 2-3 yearly retreats with the Student Ministry.

## Qualifications/Competencies

- Must be a **committed and growing Christian**.
- **Related experience** and/or training preferred; i.e. youth ministry, kids’ ministry, education, school administration, etc.
- Must love children.
- **Relational:** loves people and is willing to both pray for others intentionally as well as reach out and develop godly friendships with families, volunteers, staff, and students.
- **Collaborative:** in addition to working with the New City Kids team and the Pastor of Family Ministries, The Assistant Director of Kids & Youth will also work with volunteers and other staff members. This role will need to be able to collaborate and communicate well with these team members, navigating and resolving conflict, maintaining a can-do attitude and not complaining, making excuses, or gossiping.
- **Quality Communication:** must be a warm, personable, solid communicator in both written and oral form. Requires responses to messages promptly (email, VM, text messages, Basecamp, etc.), tracking communication across multiple channels without losing details. Willing and able to communicate according to the New City Brand Manual.
- **Self starter/takes initiative:** doesn’t wait to be told what to do but rather is willing and able to identify what needs to be done and takes the initiative to act. Willing to experiment. Willing to ask questions and seek input from the pastors and staff.
- **Equips others:** focused on the task of equipping others to do the work of ministry (Eph. 4.12), recruiting volunteer staff, equipping and encouraging them.
- **Servant heart:** willing to serve and do whatever is necessary to equip the saints to do the work of ministry and for the kids and youth ministry to thrive.
- **Non-anxious presence:** willing to work on solutions to challenges, calm in the face of busyness and crowds, “can-do” attitude, experiences the “peace that transcends all understanding.”
- Willing to participate in the overall life and mission of the church.