



First Presbyterian Church of Arlington Heights

302 N. Dunton Ave., Arlington Heights, IL 60004
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Choose love. Be the light. Change the world.

MEMO: Interim Director of Youth Ministries

FROM: First Presbyterian Church of Arlington Heights Personnel Committee

First Presbyterian Church of Arlington Heights is seeking an Interim Director of Youth Ministries to begin working no later than June 1st. Our current Associate Pastor for Children, Youth, and Family is leaving for a new ministry. We are looking for a candidate who can take over our youth programming for the summer and fall.

Requirements include accompanying the middle school youth on their mission trip to Milwaukee (June 26 – July 1), planning summer events for middle school and high school youth and organizing middle school and high school youth group, Sunday school and Confirmation for the coming school year.

The position is part-time (20 hours per week) and offers a salary of \$30,000 annually. Although some seminary education is preferred, we are still interested in non-seminary trained candidates who have extensive experience leading youth groups. First Pres is a PC(USA) congregation and prefers candidates who align with PC(USA) theology. However, candidates who come from theologically similar mainline traditions are more than welcome to apply.

Specifically, we are affirming of the LGBTQ+ community and want an Interim Director of Youth Ministries who can walk in lockstep with the youth in our church who identify as such. We are also a congregation that cares about the promotion of racial justice equality and equity. Social justice is an important part of our youth group curriculum and we desire for our candidate to continue that tradition.

For more information on the responsibilities of this position, please see the attached job description. If you are interested in applying for the position, please e-mail your cover letter and resume to Mary Fino at maryfino@firstpresah.org. If you have any questions or are seeking more information about the position, please call 847-255-5900 and ask for Rev. Alex Lang.

Blessings,

Cynthia Hiskes
Chair, Personnel Committee

THE FIRST PRESBYTERIAN CHURCH OF ARLINGTON HEIGHTS
Job Description

POSITION: Interim Director of Youth Ministries

PURPOSE: To provide leadership and support for all programming and events that affect 6th grade through college students. By working in conjunction with the Youth Ministries Committee, the Interim Director of Youth Ministries will create community, fellowship, and education within youth ministries at First Presbyterian Church of Arlington Heights.

ACCOUNTABILITY: Pastor, Head of Staff

COMPENSATION: \$30,000 (20hrs/week – no benefits)

SUPERVISOR: Pastor, Head of Staff

ACCREDITATION: Seminary education preferred or relative work experience.

RESPONSIBILITIES:

1. Envision and develop the youth ministries program, following or creating curriculum for youth Sunday school and youth groups.
2. Guide, administer, and support 6th/7th grade Sunday school (“Y-Search”), 8th grade Sunday school (“Confirmation”) and High School Sunday school, leading classes where necessary and guiding, training and supporting teachers in their ministry with youth.
3. Create, plan and lead Youth Group for both Middle School and High School students. This includes leading Bible studies, supporting youth group leaders, and providing all necessary staff support for the health of the program.
4. Serve as staff support to Collegiate Ministry Initiatives, assisting volunteers in planning and offering meaningful ministry, mission and events for college age students.
5. Provide leadership to all youth special events (retreats, lock-ins, seasonal events, and mission trips).
6. Participate in monthly Youth Ministries Committee meetings, review monthly agenda from the chair, presenting program plans and receiving counsel from the committee.
7. With the Director of Children’s Ministry, arrange for Safe Sanctuary training to be completed by all adult volunteers who will be working with children/youth and ensure that all appropriate Safe Sanctuary paperwork is completed and up-to-date.
8. Be a warm, friendly, and welcoming presence to all youth and their families on Sunday mornings, Wednesday nights, and at all youth events.
9. Communicate regularly with youth, parents, adult volunteer leaders, committees, using multiple communication methods tailored to audience and type of message.
10. Develop and follow a well-planned program for personal spiritual enrichment, continuing education and professional growth.