

**First Christian Church (Disciples of Christ)
Columbia, Missouri**

Employment Agreement for Director of Youth & Children's Ministries

First Christian Church (Disciples of Christ) in downtown Columbia, Missouri, a town of 130,000 people and home of the University of Missouri, seeks a qualified individual to serve as Part-Time Director for its Youth and Children's Ministries. Established in 1832, FCC has approximately 300 members and an average worship of 110 in-person worshippers and 45 online worshippers.

Job Responsibilities:

The following duties and responsibilities will be assumed by the Director of Youth & Children's Ministries, a part time, exempt employee:

- Organize, oversee, and lead a vital ministry for Kindergarten through 12th grade children & youth, coordinating regular gatherings. Plan and implement special activities, such as lock-ins, retreats, etc. As appropriate, plan separate activities for younger and older age groups, such as Junior Youth Fellowship (JYF) for 3rd – 5th graders, Chi Rho for 6th – 8th graders, and Christian Youth Fellowship (CYF) for 9th – 12th graders.
- For youth, plan and implement local service opportunities and annual Chi Rho and CYF mission trips, including fundraising and logistics.
- Recruit, train and schedule children's Sunday School teachers for K-12. Work with leaders to review, recommend, order and purchase materials to support the children's & youth Sunday School program.
- Recruit, train, and coordinate additional children's programming, including but not limited to: Vacation Bible School (VBS), Children's Worship, Christmas Pageant, and Living Nativity.
- Provide the weekly Children's Moment during worship or recruit substitutes when needed.
- Maintain a group of adult volunteers for sponsors, drivers, and other support. Maintain compliance with the Child Protection Policy of First Christian Church regarding all activities and volunteer onboarding. Maintain compliance with authorization procedures, such as those regarding emergency contacts and liability waivers.
- Assist the Senior Minister in offering the Pastor's Class for baptismal candidates during Lent.
- Attend youth extracurricular activities (games, concerts, graduations, plays, etc.) to support and connect with youth and their families.
- Coordinate with the Office Manager for timely communications, digital and print platforms.
- Establish and nurture a positive relationship with each school-age child and their parents in the congregation.
- Work with lay leadership and the Senior Minister to carry out the responsibilities listed above, and to identify themes and curriculum for children and youth. Arrange and/or attend meetings of the Student Ministries and Children's Education departments for planning and coordination.
- Opportunities to participate in worship will be made available on occasion, including, but not limited to offering prayer, reading liturgy or scripture, or offering a sermon.
- Coordinate and oversee Church Bus maintenance and repairs.

Supervision:

The Director of Youth & Children's Ministries will work under the supervision of the Senior Minister. The Director works closely with a small team of full and part-time employees, and volunteers from the church.

Qualifications:

- Faith in Jesus Christ as Son of the living God, Lord, and Savior of the world.
- Education (Minimum): Bachelor's Degree.
Preferred: Completed coursework in child and/or adolescent development or education.
- Experience (Minimum): Volunteer experience with programs for kindergarten through 12th grade in church or other non-profit organizations.
Preferred: at least one year in a church staff position.
- Denominational Affiliation.
Preferred: Mainline Protestant, e.g., Christian Church (Disciples of Christ), United Methodist Church, Evangelical Lutheran Church in America (ELCA), Presbyterian Church (USA), American Baptist, United Church of Christ), Episcopal Church.
- Strong interpersonal and communication skills that build rapport with people across all ages and backgrounds. Ability to collaborate with church leadership to test ideas and to evaluate, plan and implement programs that reach and engage youth and children around the Christian faith.
- Passion for working with children and youth, individually and in group settings.
- Ability to rent and drive a 15-passenger van (at least 25 years of age)

Core Competencies:

- Strong relational and collaborative skills.
- Clear and effective communications skills across multiple platforms.
- Ability to plan, execute, and evaluate programs.
- Passion for youth ministry and serving families.

Time Requirements:

This salaried, exempt position averages 20-24 hours per week, with some overnight availability required for retreats, annual youth mission trips and regional denominational activities.

1. Sunday mornings: 8:00AM to Noon (Worship, Sunday School, Children's Worship)
2. Sunday evenings: 5:00 – 7:00PM (Youth Groups)
3. Additional Hours: Lock-ins; Mission Trips; written communications; relationship building; planning; volunteer recruitment, training, and support.

Salary and Benefits:

- Salary: \$24,000-\$30,000 per year, commensurate with experience.
- Two weeks paid vacation for the first five years of employment; after five years employment, three weeks paid vacation; and after ten years employment, four weeks paid vacation.
- Eight (8) paid holiday days.

This position is subject to the Personnel Handbook of the church for non-ministerial employees.

Date: December 2, 2025