

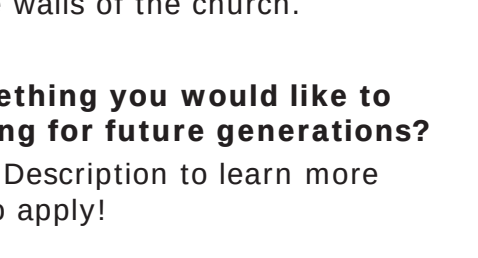
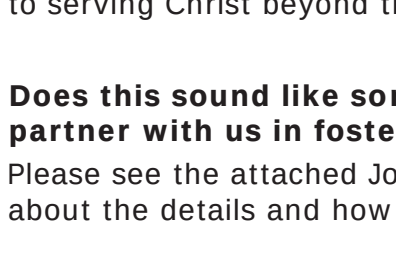
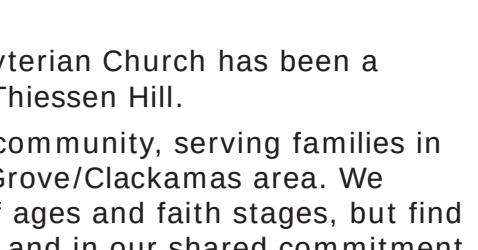
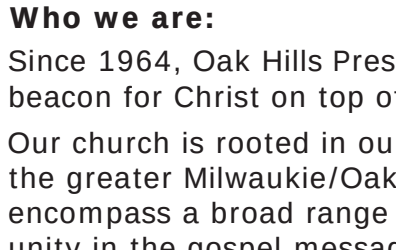


Oak Hills Church is Looking for Our NEXT Director of Children and Youth!



What to expect in a year at Oak Hills

Oak Hills has an active Children and Youth Program with multiple activities throughout the year. Family outings, Easter Egg hunts, Christmas Pageants, Vacation Bible School, Youth Mission Trips, Ugly Sweater contests, Youth vs. Adult game nights, Sunday School and Youth Group are just a few of the things!



Who we are:

Since 1964, Oak Hills Presbyterian Church has been a beacon for Christ on top of Thiessen Hill.

Our church is rooted in our community, serving families in the greater Milwaukie/Oak Grove/Clackamas area. We encompass a broad range of ages and faith stages, but find unity in the gospel message and in our shared commitment to serving Christ beyond the walls of the church.

Does this sound like something you would like to partner with us in fostering for future generations?

Please see the attached Job Description to learn more about the details and how to apply!

Check us out! oakhillspres.org
Questions? call or email
ohpc_admin@oakhillspres.org



**Oak Hills
Presbyterian Church**
Gather... Grow... Glorify

5101 SE Thiessen Rd
Milwaukie, OR 97267
Phone: 503.654.4321



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DIRECTOR OF CHILDREN & YOUTH MINISTRY JOB DESCRIPTION

Purpose of Ministry

The purpose of the Director of Children & Youth Ministry at Oak Hills Presbyterian Church is to glorify God by fostering a lifelong faith in our children and youth and by equipping families, volunteers, and the broader church to encourage and support their faith development.

In keeping with the Oak Hills purpose to **Gather, Grow, and Glorify**, this position provides leadership, vision, and relational connection for children and youth from nursery through high school. The Director will cultivate environments where children and youth can encounter the love of Christ, grow in their understanding of Scripture and the gospel, develop meaningful relationships with caring adults, and discover opportunities to serve and participate in the life of the church.

Primary Objectives

1. **Cultivate faith formation** by providing meaningful opportunities for biblical teaching, spiritual growth, worship, fellowship, service, and community for children and youth.
2. **Build relationships** with children, youth, parents, and families and foster a welcoming and intergenerational ministry culture.
3. **Recruit, equip, and encourage volunteers** who can faithfully invest in the spiritual formation and care of children and youth.
4. **Develop and oversee ministry programming** that is age-appropriate, engaging, spiritually formative, and aligned with the church calendar, liturgical seasons, and Oak Hills' vision and goals.
5. **Connect children and youth to the broader congregation**, creating opportunities for shared worship, service, mentoring, and relationship-building across generations.
6. **Serve as a spiritual role model**, demonstrating a living and authentic faith in Jesus Christ and modeling healthy Christian discipleship.

Key Responsibilities

Faith Formation & Programming

- Pray regularly for children, youth, families, and volunteers.
- Provide leadership and oversight for Sunday School and for nursery, elementary, middle school, and high school students.

- Plan and lead a regular youth group that incorporates biblical study, faith conversations, worship, fellowship, service, and fun.
- Develop annual ministry plans and teaching/event calendars in alignment with the church calendar and liturgical seasons.
- Provide a balanced rhythm of Bible study, spiritual formation, community-building activities, outreach, mission, and social events.
- Coordinate seasonal and special programming such as Vacation Bible School, Christmas programming, Easter activities, retreats, camps, concerts, service projects, and other events.
- Plan and coordinate an annual youth mission trip or service project.
- Identify opportunities for children and youth to participate meaningfully in worship through children's sermons, Scripture reading, service, intergenerational worship experiences, and other creative means.
- Select and coordinate appropriate curriculum and educational resources.
- Provide oversight of the nursery program, including supplies, safety, cleanliness, and volunteer coverage.

Volunteer Leadership

- Recruit, train, equip, encourage, and retain volunteers for nursery, Sunday School, youth ministry, special events, and other children's and youth programs.
- Establish clear expectations and healthy boundaries for all volunteers working with children and youth, adhering to the Oak Hills policy on sexual misconduct and harassment.
- Meet regularly with key volunteers to discuss ministry needs, activities, concerns, and upcoming plans.
- Conduct an annual volunteer orientation and training.
- Coordinate background checks and required safety certifications for children's and youth volunteers and maintain appropriate records.
- Provide resources and support to volunteers regarding classroom needs, supplies, room preparation, behavior or disciplinary concerns, and other ministry questions.

Family & Congregational Engagement

- Establish and maintain regular communication with parents, guardians, children, and youth.
- Be a visible, relational presence in the life of Oak Hills Presbyterian Church.
- Advocate for the needs of children, youth, and families with staff, Session, and other congregational leaders.
- Creatively connect children and youth with the broader Oak Hills congregation through worship, service, mentoring, fellowship, and intergenerational relationships.

- Help cultivate a church culture in which children, youth, and families are welcomed, known, valued, and included.
- Promote the OHPC Purpose and Vision Goals within the children's and youth ministry.
- Encourage ministry rhythms that honor healthy family life, including appropriate breaks from regular programming around holidays and during the summer.

Administration & Communication

- Maintain ministry calendars and communicate schedules clearly to families, volunteers, staff, and congregational leadership. Plan and facilitate a yearly schedule for Youth Group with a published calendar for events 1-3 months in advance.
- Manage the children's and youth ministry budget in collaboration with the Children and Youth Elder and communicate significant expenses or emerging needs to Session.
- Coordinate supplies, curriculum, equipment, and other ministry resources.
- Coordinate volunteer schedules and plan for appropriate coverage during absences and vacations.
- Coordinate third-grade Bible distribution and annual teacher/volunteer appreciation.
- Maintain regular communication with the Pastor as Head of Staff and participate in staff meetings.
- Attend Session meetings or other leadership meetings when requested and as available.
- Ensure that all ministry activities follow Oak Hills safety policies, including appropriate boundaries and the church's policies regarding sexual misconduct and child/youth protection.

Spiritual Qualities & Qualifications

The Director should demonstrate:

- A living, authentic faith in Jesus Christ firmly grounded in Scripture.
- A genuine love for children, youth, families, and the local church.
- A relational, approachable, and welcoming presence.
- The ability to shepherd children and adolescents with patience, respect, wisdom, and appropriate boundaries.
- Strong communication, organization, and leadership skills.
- The ability to recruit, equip, and encourage volunteers.
- Creativity and flexibility in developing ministry opportunities that engage children and youth.
- A commitment to collaboration and partnership with parents, volunteers, pastoral staff, and congregational leadership.

- A desire to help children and youth experience the love of Christ within a healthy, intergenerational church community.

Accountability

The Director of Children & Youth Ministry is accountable to the **Pastor as Head of Staff** and to **Session through the Children and Youth Elder**.

The Director will work collaboratively with the pastoral staff, Children and Youth Elder, parents, volunteers, and other congregational leaders.

Hours & Work Expectations

This is a **30-hour-per-week position**, with flexibility in scheduling to accommodate the rhythms of children's and youth ministry.

Because much of this ministry takes place outside traditional office hours, the Director's schedule will include a combination of:

- **Sunday mornings**, including preparation, Sunday School, worship, and relationship-building with families and volunteers.
- **A regular weekday office presence** for staff collaboration, family communication, curriculum planning, volunteer coordination, and administrative responsibilities.
- **An evening youth gathering or other youth programming**, typically one evening per week.
- **Flexible hours** for special events, retreats, mission projects, Vacation Bible School, seasonal programming, and other ministry needs.
- Additional hours may shift seasonally depending on the ministry calendar, with greater flexibility during the summer months.

The Director and Head of Staff should work together to establish a sustainable weekly rhythm that allows the position to meet ministry needs while maintaining healthy boundaries and adequate time off.

The position includes vacation/study leave and regular opportunities for rest, particularly following periods of intensive programming or summer ministry.

Compensation & Benefits

- **30 hours per week**
- Salary and benefits to be determined by Session based on the scope of the role and the church's compensation structure.
- Continuing education allowance.
- Vacation/study leave in accordance with Oak Hills Presbyterian Church personnel policies.
- Appropriate flexibility for Sundays and major holidays, with advance planning and adequate ministry coverage.

Measures of Healthy Ministry

Success in this role will not be measured solely by attendance or the number of programs offered. A healthy ministry will increasingly demonstrate:

- Children and youth who feel known, welcomed, and connected to the church.
- Families who experience Oak Hills as a supportive community for faith formation.
- Volunteers who feel equipped, encouraged, and valued.
- Growing opportunities for children and youth to participate in worship and the broader life of the congregation.
- Meaningful relationships between children, youth, adults, and older generations.
- Consistent opportunities for children and youth to **Gather, Grow, and Glorify God** through learning, worship, fellowship, and service.

How to Apply:

Please send your resume and cover letter to **ohpc_admin@oakhillspres.org** with the subject line "Application: Director of Children and Youth - [Your Name]".

Want more information? Let's talk! Our office phone number is 503.654.4321
Office hours are 9am-2pm, Tuesday - Friday.