



**Position Title:** Associate Director of Children and Youth Ministry: Preschool and Middle School

**Position:** 40 hours per week, requires some weekend and evening work.

**Primary Function:** To support and assist Children & Youth Ministries in addition to program leadership over the preschool & middle school ministries. This role reports to the Director of Children and Youth Ministries.

**Essential Functions:**

- Oversee ministry programming for preschool and middle school including oversight of Sunday school, Worship and Wonder during Sunday worship services, and youth group.
- Engage in relational work with children and parents.
- Help create and oversee bridge ministry for 4th and 5th grade students to support transition to youth ministry.
- Assist in recruiting volunteers and manage scheduling, background checks, and support for teachers, advisors, mentors, and nursery workers.
- Provide support for monthly children and youth ministry events: purchase supplies, organize volunteers, and communication.
- Help keep spaces organized.
- Collect documents, make bookings, and support trips: Montreat, service partnership, etc.
- Collaborate with other ministry areas to support children and youth in other ministries including, but not limited to, outreach, worship and music, fellowship and recreation.
- Perform other duties, as requested.

**Minimum Requirements:**

- Love of God and people with special gifts in connecting with children and youth
- Follow through on administrative work without supervision
- Self-starter and use independent judgment
- Must be able to engage in public speaking in both classroom and worship settings
- Maintain confidentiality
- Function as part of a ministry team with a wide variety of people
- Manage multiple tasks, some of which arise unexpectedly
- Excellent time management skills and ability to multitask and prioritize work
- College degree required with some theological training or open to continuing education
- Writing and editing ability, possess proficiency in grammar, usage, and style.
- Must be able to communicate clearly both verbally and in writing with members, staff, and the public.
- Requires the ability to operate general office equipment such as a personal computer and telephone
- Heart for children and youth with the ability to lovingly manage a classroom.
- Requires some lifting and carrying objects, such as office supplies, weighing up to 15lbs

To apply send email your resume and three references to [hiringcommittee@idlewildchurch.org](mailto:hiringcommittee@idlewildchurch.org) All employees must be able to pass a criminal background check.

Compensation Range: \$40,000 - \$50,000 plus a very generous Benefits Package (Medical, Dental, Vision, Paid Time Off and more.) Relocation assistance available.

# WHO WE ARE

**We are a vibrant faith community of 1,400 members, living into a vision of worship, joy, welcoming, and service located in the heart of Midtown Memphis.**

The mission of Idlewild Presbyterian Church is to pursue, personify, and practice as Presbyterians the good news of reconciliation and salvation in Christ through worship, formation, nurture, and outreach.

Idlewild is a part of the Presbyterian Church (USA) denomination and a member of the Presbytery of the Mid-South. We strive to be a welcoming community that affirms the beautiful diversity of God's good creation. The teachings and ministry of Jesus the Christ shape us by guiding our worship, our care, our service, and our advocacy.



# MEMPHIS, TN

#3

city nationally for first-time home buyers

#7

best cost of living, nationally

25

hours a year in shorter commutes, compared to the national average



Memphis melds the energy of urban living and the comfortable rhythms of the rural South. It's brimming with a tapestry of history, culture, and entertainment.

Known as the birthplace of soul, blues, and rock and roll, Memphis has a rich musical history. Beyond its historic roots, the city pulses with a vibrant contemporary scene—from large concerts to intimate house shows and free concerts in the park.

Memphis is also a great city for foodies! Whether it's classic Memphis BBQ, beloved food trucks, or award-winning fine dining—there is something for everyone!

The fusion of heritage, culture, and opportunity makes Memphis a great place to live!