



Richmond Presbyterian Church (www.richpres.com)

Educational Ministries Programmer, with a Children and Youth Focus

Summer 2025

Personal Qualities and Skills Required:

- We desire an enthusiastic, creative, hands-on leader with a deep Christian heart and a personal faith consistent with the values of the reformed Christian tradition, with a willing attitude of Christian service. Theological training and background an asset
- Strong organizational abilities and communication skills (oral and written)
- Highly capable interpersonally, with the ability to work in a team environment as well as independently. Able to assert self, leaning in to connect with youth and families, and to work collaboratively with church personnel, committees, and volunteers
- Experience (paid or volunteer) working with youth in a Church congregation an asset
- Capable and comfortable with technology and with public speaking

Job Responsibilities/Duties:

- Plan and implement (direct-service leadership) faith formation programs for children and young teens (Sunday mornings). Plan and organize weekly teen and youth groups (Friday eves?). Recruit, schedule, and oversee volunteers to assist with these programs.
- Be a regular presence in Sunday service, including...
 - + being ready to give announcements regarding upcoming Educational Ministry events and programs
 - + oversight and/or offering of "Time With Young Christians" (coordinate with Minister).
- Collaborate with the Educational Ministries Committee (EMC), the minister, parents, the Care & Fellowship Committee, the Music Director, community organizations and other churches to provide faith-based and social/recreational activities for children and youth.
 - Events may include ongoing activities such as Friday evenings, ultimate frisbee, cultural and music events, summer retreats/camps, and special events including those connected to the church calendar (e.g., Christmas pageant/concert, Easter celebrations).*
- With the Minister and EMC, recruit, oversee, and mentor Canada Summer Jobs students
- Facilitate adult and intergenerational educational and social activities such as bible studies and theologically-based video and discussion series' (e.g. Alpha Program, Sanctuary Mental Health). * NOTE: Such additional roles are negotiable with the incumbent, and would add to the base 15 hrs.wk to maximum 20 hrs.

**Curriculum decisions are to be made collaboratively with and approved by the Educational Ministries Committee (EMC) and approved by Session.*

Communications & Meetings

- Advertise upcoming Educational Ministries events and programs (coordinate with Church Administrator)
- Submit weekly notices and slides to the RPC office (by 10 am on Thursday)
- Write regular emails to parents
- Meet weekly with Minister and church staff (in-person or via video conferencing) as scheduled
- Plan and organize regular Educational Ministries Committee meetings (prepare agenda and keep minutes)
- Host meetings and training as needed for volunteer faith formation leaders and program helpers

Supervisor: RPC Minister and the Educational Ministries Committee

Time Allocation and Remuneration:

15 to 20 hours weekly (to be negotiated) @ \$27 an hour. Note this is an independent contractor position, with two weeks (30-40 hours) of unpaid leave annually after one year's service. Additional unpaid leave may be negotiated. The incumbent will invoice the church with his/her hours at the end of each month.

Weekly direct-service Faith Formation with Children and Youth: 6 hours

Personal Planning, Collaborative Meetings, Communications: 4 hours

Adult/Intergenerational Programs/Events (negotiated), Social/Recreational/Special Events: 5–10 hours**

***These hours may be saved to be used on the occasion of special events, outings, camps, etc. Alternatively, if need be, these hours may be used for the aforementioned tasks. Considerable flexibility here.*

To apply, send cover letter and resume to richpres@telus.net or send to church office at 7111 No. 2 Rd., Richmond, BC, V7C3L7.