

Church of the Covenant, Boston, MA
United Church of Christ/ Presbyterian Church USA
POSITION DESCRIPTION: Children and Youth Christian Education (CYCE)
Coordinator (Updated: August, 2020)

Overview

Church of the Covenant (UCC/PCUSA) is a progressive, justice-oriented and creative congregation in downtown Boston. We are a congregation that has a long and proud history, and we look forward in faith as we continue to move with the Spirit's lead into this next chapter of our life together. We are seeking a quarter-time (10 hours/week) Children and Youth Christian Education Coordinator to work alongside our Lead Pastor (Team Leader), Associate Pastor and in collaboration with other staff and congregational leadership to serve the life, vitality, mission, advocacy and spirituality of our faith community. The focus of this position will be children and youth Christian education. We are seeking someone who will build on our energy and our newly adopted Missional Plan, and work with us collaboratively to discern those places where the Spirit is calling us forward in this time, especially with an eye toward families and younger members of our community.

Qualities needed:

- certification or skills/experience in children and youth Christian education
- experience in multi-staff parish ministry (preferably in an urban setting)
- aptitude for online education and conferencing tools and facilitating community online
- strong pastoral, communication, organizational and interpersonal skills
- collaborative work style
- commitment to innovation
- attention to detail and creative problem solving
- an active faith life focused on the love of God and neighbor
- commitment to the mission and values of Church of the Covenant

Position Description

In collegial and collaborative relationship with the Lead and Associate Pastors, church staff, and volunteers, the CYCE Coordinator's role will focus on these areas:

- **Children and Youth Christian Education (CYCE):** Serve as a pastoral presence within our CYCE community, including being present on Sunday mornings in our children and youth spaces (in person or online in light of COVID-19), connecting with parents/guardians, and attending CYCE, Godly Play, Youth Class or other related meetings. Serve as direct supervisor of our Child Care Provider. Work with and support our volunteer CYCE leaders, Child Care Provider, and volunteer teachers in visioning vitality, assessing our curriculum and programming, and making improvements. The ideal candidate will bring relevant resources and current best practices to this work.
- **Creative Worship and Multi-generational Ministries:** Work in close collaboration with Lead and Associate Pastors and other staff to lead and plan multi-generational initiatives including integrating children and young families into our larger worshipping life, for example through All Ages Worship services (~5 per year).

- **Creative outreach:** In collaboration with pastoral staff, provide outreach to families and foster a welcoming environment for new and continuing families and children.

Relationships and Accountability

The CYCE Coordinator shall report to the Lead Pastor as staff Team Leader (head of staff), who provides oversight and leadership for the church's worship and organizational life and for the church's ministries, programs, and activities; and will be accountable to the congregation's Council.

Qualifications

The CYCE Coordinator should preferably hold a credential or certification in Christian education, and/or have background in working with children, youth and families in a church context. The candidate must be able to demonstrate the ability to faithfully and effectively show alignment with the progressive, Open and Affirming/ More Light (LGBTQ+ affirming) commitments of Church of the Covenant.

Scope and Duration

The CYCE Coordinator must be able to work for the Church of the Covenant on a one-quarter-time basis (10 hours/week), including weekly Sunday morning presence.

Compensation and Benefits

This position meets the compensation and benefits guidelines in the United Church of Christ (UCC) or the Presbyterian Church (USA) based on affiliation, qualification, and experience, with guidance from the Association of United Church Educators. Benefits will conform to the Church of the Covenant Personnel Policy. Church of the Covenant participates in the Mass Paid Family Leave Act and will withhold its premium from paychecks.

Contact: To apply, please send resume (or equivalent) and cover letter by email to finsecy@cotcbos.org.

