

## **Coordinator for Children and Youth Ministries – Job Description**

**Purpose:** The Coordinator for Children and Youth Ministries is responsible for the planning and implementation of a rich program of Christian Education for the children and youth of our congregation. She/he will creatively develop, and energetically lead, activities and events to inspire our youth to explore their relationship with God and their connection to their church family. The Coordinator should have a clear understanding of faith and the progressive theology of the United Congregational Church as well as a deep commitment to children and their spiritual growth.

**Reports to:** Pastor and Christian Education (CE) Board

**Job Type:** Part Time. 20 hours per week (September – May). 10 hours per week (June – August)

### **Principal Duties:**

#### **Education and Worship**

- Plan and implement the Church School's education program for school age children
- Plan and implement the confirmation program for older youth
- Plan and oversee children and youth activities throughout the year
- Provide weekly worship experience during Circle Time in the Learning Center or during Children's Sermon in the Sanctuary (Children's Sermons are held twice a month in consultation with the Pastor)
- Along with pastor, plan and execute Children's Weekend and Christmas Eve services

#### **Safety and Supervisory**

- Implement Safe Church Policies and Practices
- Assist the CE Board with oversight of the Nursery, its activities, and the training and supervising of paid staff. Ensure background checks are complete on paid nursery staff.

#### **Communication**

- Manage content within the Christian Education web page in order to update Church families as well as inform prospective members of the children and youth program
- Support Church communications efforts to promote the Church and its youth activities
- Support and participate with the Board of Membership Development in its outreach efforts; serve as an ambassador for new and prospective church members, welcoming families and building relationships that help strengthen our faith community
- Submit updates for the weekly newsletter to the Secretary of the Ministerial Staff

#### **Development**

- Promote and participate in UCC programs (locally/regionally/nationally) for children and youth
- Increase knowledge and program expansion via CE Board-approved conferences and certificate programs

#### **Administrative**

- Submit report of activities to the Church Council prior to its monthly meetings; attend Church Council meeting as a non-voting member
- Attend monthly Church staff meeting and monthly CE Board meeting
- Perform other duties as assigned by the pastor or CE Board

#### **Required Qualifications**

- Associate or bachelor's degree
- Experience working or volunteering with children and youth
- Participation as part of a Christian congregation

#### **Desired Qualifications**

- Experience in education
- Experience in public speaking

**APPLICATION FORM FOR**  
**COORDINATOR FOR CHILDREN AND YOUTH MINISTRIES**

Provide a typed response to the two questions below.

Please limit response to two total pages.

Submit electronically, with resume, to:

chriskidd234@gmail.com

**Name:**

**Email:**

**Phone:**

Please state why you are interested in the position and indicate how your skills, achievements, qualifications, experience and personal qualities make you suited for this job.

Please list any training or education that you have received relevant to the position.