

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