



## Coordinator of Children and Youth Ministries Job Description

### 1. Purpose

The purpose of the Coordinator of Children and Youth Ministries is to perform work involving a variety of assignments in the children's and youth ministries to help children grow as disciples of Jesus Christ. This is a part-time position with varying schedules and work assignments.

### 2. Job Information

Classification: Program Staff; Hourly; Part-Time; Non-Exempt 10-15 hours per week  
Supervisor: Director of Programs/Christian Education, Sr. Pastor, and Staff Parish Relations Committee.  
Supervision: Limited supervision may be exercised over volunteer staff during the course of specific assignments.  
Work Schedule: Weekends – Sunday morning and other times as required.  
Workweek – Weekday Programming, staff meetings (when available), and other times as required including VBS, and other activities.

### 3. General Job Description for all Program Staff Members

- a) Have a personal relationship with God through Jesus Christ and be committed to constantly growing the relationship deeper.
- b) Make disciples in one's area of ministry.
- c) Live by and support the mission and ministry of First United Methodist Church through "their prayers, presence, gifts, service and witness," as laid out in the Membership Covenant.
- d) Be involved in evangelism and membership care; at least in one's own ministry area, as a fundamental part of the total ministry of the Church.
- e) Manage budget/financial affairs of ministry area with highest integrity and care to ensure entrusted funds are not mishandled, accidentally or otherwise.
- f) Work together as a team with other staff members.
- g) Make every effort to ensure the safety and security of anyone involved in any activity or ministry of First United Methodist Church, regardless of whether they have direct staff supervision responsibility or not. Particular care should be taken around the Church campus.
- h) Abide by and enforce the Safe Sanctuary policies of the Church and the Western North Carolina Conference of the United Methodist Church.
- i) Maintain confidentiality when requested, in regard to personnel matters, and in "counseling-type" situations. The only exception is when a life is endangered or violence to self or others is threatened. If there is any question about when confidentiality should be maintained, discuss the general situation with the Pastor.
- j) Step outside of one's major area(s) of responsibility to enable the greater ministry of the Church when necessary.
- k) Show consideration toward the pastor(s) and members of the staff team.
- l) Participate in leadership training and professional growth opportunities.
- m) Perform whatever tasks assigned by the Senior Pastor which are needed to fulfill the Church's goals and advance the work of the Kingdom of God.

#### **4. Qualifications (Education/Background)**

- a) Any combination of education and experience equivalent to graduation from high school supplemented by college level work in education, psychological or other related field, and 1-3 years' experience working with children and youth.
- b) Have certification in first aid, cardio pulmonary resuscitation.
- c) Have a valid driver's license.

#### **5. Specific Knowledge and Skills**

- a) Effective communication skills both oral and written.
- b) Organizational and administrative skills, including effectiveness in handling details and deadlines.
- c) General knowledge of methods, practices, and objectives of children's and youth activities.
- d) General knowledge of the policies and practices of the United Methodist Church as found in the Book of Discipline and in the Safe Sanctuary Policy.
- e) Ability to present ideas effectively in either oral or written form.
- f) Ability to establish and maintain effective relationships with children, youth, parents, church members, church staff, and the general public.
- g) Ability to follow directions and maintain records.

#### **6. Responsibilities**

- a) Works with the Program Director to provide weekday programs for children (Weekday programming for children, summer day activities, etc.)
- b) Works with the Congregation 4 Children (C4C) program as the coordinator/liaison between the church and the school system.
- c) Designs and implements a program that meets the goals of the C4C program as established by the Children's Council and Administrative Board.
- d) Provides leadership and direction for the Children's Council. Attend meetings and delegate responsibilities as needed.
- e) Assists the Program Director and Children's Council with the organization, preparation, and implementation of Vacation Bible School.
- f) Works with the Summer Weekday Program and provides leadership.
- g) Works with the Program Director during special holiday activities for families (Back to School Activities, Trunk or Treat/Fall Festival, Advent/Christmas activities, Christmas Cookie Decorating, Easter Egg Hunt, VBS, Special Mission/Service Projects, etc.).
- h) Maintains attendance records for Sunday School and Children and Youth activities. Follows up with families who have been absent for a period of time.
- i) Provides leadership in the Children and/or Youth Sunday School program as needed.
- j) Is responsible for the order of church rooms before and after use.
- k) Informs the Program Director of any needs or concerns in the children/youth ministry areas.
- l) Communicates with the parents about children's activities. Builds relationships with parents as they drop off and pick up their child. Takes extra time and care in meeting new families enabling them to feel welcome at First United Methodist Church and comfortable with the children/youth program.
- m) Attends UMYF to help provide leadership and teach as needed.
- n) Works with the Program Director and other Youth Leaders during special Worship services and other events.
- o) Assists the Program Director with the organization, preparation, and implementation of events including Carolina Cross Connection, Summer Activities, Fall Retreat, Winter Lock-in, Service Projects, etc.
- p) Other duties as assigned by the Pastor or Director of Programs and Education.