

ST. ANDREW'S UNITED METHODIST CHURCH

JOB DESCRIPTION

COORDINATOR OF CHILDREN AND YOUTH MINISTRIES

CLASSIFICATION: Exempt (salaried)

WORK SCHEDULE: Full-time

JOB OVERVIEW

The position of Coordinator of Children and Youth Ministries requires an individual to plan, coordinate, launch, and manage activities and projects that focus on the interests of children and youth (K through 12th grade). The position also requires the recruitment and training of parents and adult volunteers for children and youth committees. This employee reports directly to the Pastor.

QUALIFICATIONS

1. Have a high school diploma and be at least 21 years of age. Bachelors degree or higher is desired.
2. Possess demonstrated skills in areas of children and youth ministries.
3. Demonstrate the ability to work in a team-oriented environment.
4. Possess good organizational skills and multi-tasking abilities.
5. Be proficient in basic technology including, but not limited to, Microsoft Word and PowerPoint; youth-based technologies (e.g., social media, texting, etc.).
6. Demonstrate the ability to teach and plan activities for an effective ministry.
7. Have a valid driver's license, proof of insurance, and pass a background check.

RESPONSIBILITIES

1. Supervise, lead, and participate in programs for children and youth that advance the ministry goals of the church.
2. Attend worship services and aid in worship leadership to involve the children and youth in the worship life of the church (e.g., children's message, acolytes, communion, etc.).
3. Develop activities calendars to avoid conflicts with other groups and the church consolidated calendar.
4. Communicate information about activities, programs, and special events to the church office to ensure efficient coordination.
5. Ensure the implementation and training of the Child Protection Policy (CPP).
 - a. Coordinate the annual review of the CPP within Trustees and Governance Council.
 - b. Monitor implementation of, the CPP.

6. Attend monthly Church Governance Council meetings and make reports to the council as directed.
7. Attend staff meetings and meet with the Pastor when requested.
8. Attend Continuing Education events as needed and feasible.
9. Work with volunteers to coordinate:
 - a. Sunday School for K through 12
 - b. Vacation Bible School
 - c. All Children and Youth activities.
10. Recruit additional volunteers for Children's Church and weekly activities.
11. Prepare and monitor annual budgets for the Children and Youth programs.
12. Perform other duties as assigned by the Pastor.

WORKING CONDITIONS

Church environment.
Some travel required.

PHYSICAL REQUIREMENTS

Sitting, occasional lifting up to 30 lbs., bending and reaching.

EQUIPMENT USED

Typical office equipment (e.g., computer, copies, fax, etc.)

ACCOUNTABILITY

All staff members are directly accountable to the Pastor and\ are subject to an annual performance evaluation by the Pastor.

JOB DESCRIPTION APPROVED BY SPRC:

Chair, Staff Parish Relations Committee	Date
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Revision Date