

**POSITION TITLE:**        **FAMILY & YOUTH MINISTRY COORDINATOR.** This is a contract position (20-25 hours/week).

**PURPOSE:**        The Family & Youth Ministry Coordinator facilitates the smooth running of the Sunday School program, Youth Groups and Nursery.

**RESPONSIBILITIES:**

- Responsible to organize Church School and Youth Night.
- Work with the Minister and Christian Development Committee to plan, organize, maintain, and distribute Church School curriculum and supplies to equip teachers. This includes running a monthly workshop with the teachers which would include duties such as presenting lessons, activities and crafts for the upcoming month.
- Family & Youth Ministry Coordinator will also work closely with the Christian Development Committee to develop, plan and execute the young family/youth events.
- Be present and prepared each Sunday morning to greet, support and encourage children, parents and teachers as well as coordinate and lead the open session.
- Present the children's stories during the worship service .
- Be prepared to teach classes if needed.
- Recruitment of Sunday School Teachers.
- Coordinate the Nursery staffing and greet the parents every Sunday before church in the nursery.
- Coordinate and maintain the Faith Activity Room in the summer months.
- Coordinate Vacation Bible Camp Program.
- Plan special event Sundays, such as Thanksgiving, Advent and the Christmas Pageant in conjunction with the Minister.
- Form relationships with other church youth groups in St. Thomas.
- Participate in regular meetings with the Minister, the Christian Development Committee and the Official Board.
- Manage the Church School budget.

**SKILLS & KNOWLEDGE REQUIREMENTS:**

- The Family & Youth Ministry Coordinator shall be a Christian, who has a desire to exercise faith and service through this ministry position.
- A vibrant faith in Jesus Christ our Lord.
- A sound grasp of Scripture and understanding of central Christian beliefs and theology.
- A passion for youth and their importance to the church today and tomorrow.
- Experience working with children and youth essential.
- Demonstrated success in leading youth groups.
- Excellent planning and organizational skills.
- Strong verbal, written and interpersonal skills.
- Comfortable with the use of technology such as Social Media, Facebook etc.
- Able to work in a collegial manner with other ministers, staff and volunteers.
- An ability to relate to all ages (children, youth and adults).

- Musical and artistic skills are an asset.
- Must be a self-starter with strong leadership skills.
- Must have the ability to organize and prioritize work and meet deadlines.
- Must be outgoing, energetic, engaging and creative.
- Must be reliable and punctual.
- Experience teaching Church School is an asset.
- Some post-secondary education required.

**REPORTING RELATIONSHIP:**

- The Family & Youth Ministry Coordinator reports to the Minister on a regular basis. Vacation and other days off will be coordinated with the Minister in consultation with the Ministry & Personnel Committee.
- Family & Youth Ministry Coordinator will report to the Ministry & Personnel Committee for all personnel related issues including regular reviews of objectives and performance appraisals. The Ministry & Personnel Committee will consult with the Minister in preparing the performance appraisals.

Please email your cover letter and application to Ministry and Personnel at **personnel@1stunitedchurch.ca**

Compensation negotiable