

POSITION: Children & Youth Ministries Coordinator
SUPERVISOR: Pastor
STATUS: Part Time (10-15 hours/week)
FLSA: NON-EXEMPT
EFFECTIVE:

JOB SUMMARY:

This position will lead ministries that engage children, youth, and families with faith, our church community, and service. All programs developed should be in accordance with the requirements of the United Methodist Church and should communicate Christian values of acceptance, care, love, and inclusion for all, including LGBTQ+, disabled, immigrant, minority, and other individuals who have been historically marginalized by the church.

ESSENTIAL DUTIES:

- Select and organize curriculum for Christian education for ages 3 – middle school
- Assist with planning and participate in our monthly Messy Church service
- Identify, recruit, and equip adult leaders and mentors to support children and youth ministry
- Plan opportunities for families and children to grow and serve beyond Sunday morning
- Foster positive relationships with children, youth, and families
- Provide communications for children & youth via newsletter, announcements, and e-mail
- Coordinate twice-monthly faith, fellowship, and service opportunities for young people
- Partner with the pastor to develop and provide leadership for Youth Confirmation
- Work with the pastor on meaningful worship involvement of children and youth
- Provide reports on activities to the Church Council and Mission and Worship Teams
- Oversee, implement, and train using the church’s Safe Sanctuaries policy
- Oversee the youth and family ministry budgets
- Manage social media related to children & youth areas of ministry.

QUALIFICATIONS & EXPERIENCE:

- Passion for children and youth faith formation
- Experience working with children and youth in a ministry context
- Experience in volunteer recruiting and training
- Proven ability to work well as part of a ministry team
- Theologically comfortable with a progressive United Methodist understanding of God and church
- Excellent written and verbal communication skills as well as conflict management
- An understanding and willingness to work as a member of the office team
- All staff will successfully pass a background check and complete ongoing Safe Sanctuary® training as prescribed by the United Methodist Church
- Competence with Microsoft Office preferred.

PHYSICAL REQUIREMENTS:

- Ability to lift 25 lbs
- Navigate around office equipment and desks
- Be comfortable picking up and moving chairs and folding tables as necessary
- Position may require overnight experience on retreats or other events

_____ Initials

Children & Youth Ministries Coordinator

Revised March 2026

CORE COMPETENCIES:

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values, and beliefs.
- **Organizational Skills:** Ability to organize schedules and necessary resources (people, equipment, materials, etc.) Demonstrated work and time management skills
- **Office Skills:** Demonstrates proficient skills with computers, telephony, copiers, and other office equipment and instruct other staff in their safe operation.
- **Team Orientation:** demonstrates interest, skill, and success in team environments; promotes group goals ahead of personal preferences; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his/her part in team failures.

I have read and understand the above job description. I attest that I can work in these conditions, I am able to perform the job functions, and can fulfill the basic requirements/duties, to include any other reasonable requests that are asked of me. I will immediately notify my Supervisor if I am unable to comply with this job description for any reason.

Employee Printed Name

Employee Signature

Date

Supervisor Printed Name

Supervisor Signature

Date

_____ Initials