

St Mary's United Church of Christ

Job Description

Job Title:

Program Leader for Children, Youth, and Families

Date: September 2023

Division: Program Staff

Pay Cycle: Twice a Month

Essential Functions and Duties:

1. Work with the Pastor and Spiritual Formation Ministry to develop and implement programming for children, youth, and their families rooted in deep Christian faith. Examples include:
 - Children/youth participation in worship
 - Community service projects
 - Vacation Bible School
 - Youth/confirmation retreat
 - Special outreach events
 - Special events in the church's life—Lent/Easter, Advent/Christmas, youth Sunday service, etc.
 - Community building (e.g., “fun”) events
 - Parent meetings/organizational meetings
2. Assist with marketing/publicizing of youth/children activities via bulletin, newsletter, social media, etc.
3. Meet periodically with the Pastor, Spiritual Formation Ministry, and other Stakeholders to review Spiritual Formation programs.
4. Maintain a ‘Master Calendar’ for the program year of youth, children, and family activities, events, and special programs.
5. Attend scheduled Spiritual Formation Ministry meetings and provide a written monthly activities report.
6. Attend Sunday worship at least twice per month.

Other Conditions / Entitlements of Employment:

1. The average weekly work load varies between 10-12 hours per week depending on program year cycle.
2. The incumbent is expected to seek continuing education opportunities. Requests for reimbursement are approved by the Church and Ministry Committee subject to availability of funds.
3. The incumbent will maintain confidentiality in the Church's business including all personal, financial, and organizational issues.
4. In the event of illness, the incumbent will notify the Pastor, the Chairperson of the Church and Ministry, and Chairperson of Spiritual Formation so necessary arrangements for a substitute can be made.
5. The incumbent is entitled to 2 weeks of paid vacation annually, non-accumulative. Vacation time will be arranged in consultation with the Church's Pastor and/or the Chairperson of the Church and Ministry Committee.
6. For vacations and arranged absences, the incumbent may be consulted to help secure the services of substitutes as necessary.
7. This position is considered “at will” and may be terminated by either party with 30 days written notice.
8. Submits to and passes background checks as required by Safe Church Policy.

Reporting Relationship:

This position is under the supervision of the Church and Ministry Committee and Pastor.

Evaluation Cycle:

Church and Ministry will conduct a performance evaluation yearly with input from the Pastor and Spiritual Formation Ministry. This position is evaluated from July 1 to June 30 of each review year. The completion of all associated paperwork, including signatures, is due no later than July 31 of the year of evaluation.

By signing below, I acknowledge receipt of position description and administrative guidelines manual.

Employee's Signature

Date

Position Description Approved by Church and Ministry Committee

Chairperson, Church and Ministry Committee

Date