

# St Mary's United Church of Christ

## Job Description

### **Job Title:**

**Program Leader for Children, Youth, and Families**      **Date: October 2019**

**Division: Program Staff**

**Pay Cycle: Bi-monthly**

### **Essential Functions and Duties:**

1. Lead and coordinate the church's Christian Education ministries with a focus on children, youth, and their families.
2. Work with the Pastor and Spiritual Formation Ministry to develop and implement Christian Education programs for children, youth, and their families as follows:

#### **Ministry to Youth (40% of time):**

- Start, develop, and foster a youth group with appropriate activities to include a balance of bible study, fellowship, service, and theological study. The established youth group will meet regularly as schedules permit (a minimum of two events/activities/meetings per month).
- Provide counsel, spiritual care, and prayer in a non-judgemental/non-threatening manner to youth experiencing personal, familial, and life difficulties.
- Grow ministry to middle and high school aged individuals through innovation practices and available technology.
- Engage in activities with youth outside of the church when appropriate opportunities arise; encourage congregation participation in these activities.
- Encourage youth to participate in worship; help the congregation welcome youth participation in worship.
- Organize a youth Sunday service.
- Coordinate community service projects for youth (minimum of two annually.)

#### **Ministry to Children (30% of time):**

- Coordinate teacher volunteers to teach and lead weekly Sunday School. Train teachers and volunteers when necessary.
- Coordinate the selection and implementation of curriculum in consultation with the Spiritual Formation Ministry, Pastor, and Sunday School teachers. Design lesson plans if necessary.
- Assist with leading the Children's Christmas Program.
- Assist with planning and leading special activities for children and their families.
- Coordinate and participate in Vacation Bible School.
- Maintain child attendance records during Sunday School.

#### **Ministry to Families (30% of time)**

- Prepare and lead an annual parents' meeting at the beginning of the program year (September).
- Periodically engage parents'/family members in children's Sunday School classes, youth group, and other Christian Education activities.
- Implement regular opportunities during Sunday School and/or other times for parents/family members to discuss topics related to being a Christian and raising children.

- Be present at Church sponsored children and family events (Fall Harvest Fest, Spring Easter Celebration).
  - Welcome/follow-up with new families to the Christian Education Program with an email/phone call/note.
  - Invite new members, families, and community members to participate in children and youth activities, events, and special programs.
3. Meet periodically with the Pastor, Spiritual Formation Ministry, and other Stakeholders to review Christian Education programs.
  4. Maintain a ‘Master Calendar’ for the program year of youth, children, and family activities, events, and special programs.
  5. Assist the Pastor with recruiting and training volunteer teachers and lay leaders.
  6. Maintain Christian Education supplies and submit orders/purchase requests to the church office.
  7. The Minister is responsible to make budgetary recommendations for Children, Youth, and Family Ministries.
  8. Attend scheduled Spiritual Formation Ministry meetings and provide a written monthly activities report.
  9. Attend Sunday worship at least twice per month.
  10. Publicize meetings and events through the Church Bulletin, Newsletter, and other electronic media (Facebook, church website, PowerPoint announcements, etc.).

**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 Minister is encouraged to seek continuing education opportunities. Requests for reimbursement are approved by the Church and Ministry Committee subject to availability of funds.
3. The Minister will maintain confidentiality in the Church’s business including all personal, financial, and organizational issues.
4. In the event of illness, the Minister will notify the Pastor and/or the Chairperson of the Church and Ministry Committee so necessary arrangements for a substitute can be made.
5. The Minister 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 Minister 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:**

The Church and Ministry Committee will conduct a performance evaluation yearly with input from the Pastor. This position is evaluated from July to July 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**

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Chairperson, Church and Ministry Committee

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Date