

COORDINATOR OF YOUTH AND CHILDREN'S (YC) MINISTRIES

WORKING RELATIONSHIPS

- Works for the Session and coordinates ministries with children's and youth class leaders, adult youth sponsors, youth, and Christian Education Committee.
- Reports to the Pastor, or, in the Pastor's absence, to the designated Acting Head of Staff, for supervision of this ministry role, following the description approved by Session.
- Periodically works with other staff/teams as appropriate to coordinate timing, share vision, and promote effectiveness of ministry among youth, children, and families in the larger church.

POSITION DESCRIPTION

The Coordinator of YC Ministries shall work primarily in three areas. S/he shall:

1. Promote the church's ministry to and with those in sixth through twelfth grade (average of 16 hours per week). S/He shall coordinate and participate in all aspects of those youth programs focusing on education, fellowship, pastoral care, and service/outreach. These programs include, but are not limited to: Sunday School, Sunday Night Fellowship, retreats, youth-sponsored mission trips, and special events such as Youth Sunday and/or Youth Easter "sunrise"/early morning worship leadership, and multi-day area-wide youth conferences at Cho-Yeh, Mo-Ranch, or other camp locations, including sharing in the providing of transportation needs.
2. Contribute spiritual leadership and support to children, youth, their families, class leaders, and adult youth sponsors.
3. Facilitate participative leadership of youth ministry that promotes inclusiveness and affirms youth as recipients of God's love and participants in the building of their church community, and as related to other faith communities and traditions.
4. Facilitate diverse, adaptive, age-appropriate learning opportunities with children and the volunteers committed to leading ministry with them (average of 8 hours per week).

PRIMARY RESPONSIBILITIES

1. Build appropriate supportive and encouraging relationships with youth and their families, including, but not limited to appropriate social networking and other electronic communication, including a weekly newsletter sent out to youth, their parents, and youth volunteers.
2. Plan and facilitate weekly Sunday night youth fellowship activities, which include a shared meal, group games/icebreakers, Bible study lesson, and other recreational activities.
3. Develop and oversee a system of hospitality and creativity that reaches active and inactive youth in hopes of encouraging their commitment to Christ and their involvement in the life of the church, including reaching out to inactive youth/their parents via phone and/or email to invite and encourage their participation and growth in discipleship..
4. Communicate regularly with the pastoral and church staff to develop, administer, and monitor youth activities and interrelated ministries and scheduling, including reporting potential areas of conflict and/or special need, related to self, youth, and/or adults.
5. Coordinate an integrated holistic approach to education, fellowship, pastoral care and service/outreach for sixth through twelfth graders and for infants through fifth grade and their families, including contributing as a substitute leader when a sudden need develops.

6. Work with Christian Education Committee and pastoral staff to enlist adults to serve as volunteer teachers, coordinators, advisors, mentors, etc., for children and youth, and provide training opportunities for those adults, and ensure compliance of Child Protection Policy, and be a resource for them.
7. Guide and collaborate with both other staff and church members to develop opportunities which strengthen families and the lives of children and youth who are part of respective households.
8. Coordinate youth participation in area-wide conferences, including coordinating and communicating with youth, their parents, and camp/conference leadership; registering youth for events and conferences; transporting youth participants in designated multi-passenger vehicles (consistent with FPC policies); chaperoning youth participants at overnight conferences, etc.

IMPLIED RESPONSIBILITIES

1. Continue one's own faith journey and Biblical, spiritual, and theological education in order to benefit a long-lasting ministry with youth and their families, including, but not limited to studying youth culture and influential factors in the culture, networking with others working with youth, serving in the community and church seeking opportunities in life together which express God's active presence in our lives.
2. Encourage the participation of youth, children, and their families in all aspects of the church's life, including Coordinator's personal consistent attendance in worship with First Presbyterian-Bryan.
3. Collaborate with the Director of Music Ministries, pastoral staff, and other church leaders related to contributions in worship.
4. Seek feedback from youth and parents (family/ household leaders) about programs & needs, as well as provide Christian Education Committee with a yearly assessment of all areas of ministry.
5. Collaborate with Christian Education Committee and pastoral staff in the selection and evaluation of curriculum for Church School and supplements used in other program areas.
6. Maintain confidentiality, professional relationship boundaries, and adherence to FPC Employee Handbook and Operations Manual.
7. Encourage youth to contribute to the life of the church locally and regionally, and their community by promoting service on Session, Committees, Presbytery Youth Council, etc.
8. Participate in staff work-and-ministry church events as possible, and in annual ministry evaluations with Administration Committee.

WORKING CONDITIONS

1. Part-time salary position (24 hours per week.)
2. Paid time off as described in Employee Handbook.
3. Denominational pension included.
4. Denominational medical coverage included as elected through employee category.
5. Professional development opportunities may be granted with approval by the pastor/ head of staff in consultation with Administration Committee.

PROFESSIONAL QUALIFICATIONS

- Bachelor's degree, preferred
- Demonstrated experience in youth and children's ministries.