

## **COTTAM UNITED CHURCH**

### **POSITION DESCRIPTION FOR A YOUTH AND FAMILY MINISTRY COORDINATOR**

The Youth and Family Ministry Coordinator position is a part-time position of 20 hours per week.

#### **POSITION SUMMARY**

This is a part-time position in our team with the Lead Minister and other staff including our music director and office administrator.

The primary focus of this ministry will be to develop the current children's ministry with the view of creating a comprehensive child and youth ministry from junior kindergarten to grade 12. This includes encouraging the development of a family ministry within the congregation and extending this ministry into the community.

#### **PRIMARY RESPONSIBILITIES**

- Develop and coordinate the Junior Church program.
- Recruit, develop and support volunteer teachers.
- Prepare for and instruct the senior class.
- Oversee the development of a youth program.
- Develop a parent and tot program.
- Provide leadership for a Summer Vacation Bible School.
- Develop partnerships with established children and youth programs in the community including with other churches and schools.
- Lead, on a regular basis, the children's time during worship.
- Provide spiritual care for parents and family groups.
- Other duties as required.

#### **REQUIRED SKILLS**

The Youth and Family Ministry Coordinator position is a Congregational Designated Ministry (CDM) position requiring that the person be a baptized Christian with the following gifts, skills and abilities:

- Strong and mature Christ-centred, Trinitarian personal faith.
- Strong leadership skills that will help empower the members and adherents of Cottam United Church to reach out to the families in our community.
- An organized self-starter who is able to creatively think outside the box.
- Spiritual gifts required to be an effective team player.

- An ability to act upon the decisions of the team and the direction of the congregational leadership.
- A willingness to learn about and understand the United Church of Canada and its role within the Canadian culture context.
- Musical training would be an asset.
- A willingness to explore other continuing education programs that would further enhance this ministry.

### **COMPENSATION**

Regular hours of employment shall be 20 hours per week.

Salary range \$18.00 to \$21.00 with United Church Pension and Benefits. Benefits can be found at the following website:

<https://www.united-church.ca/sites/default/files/resources/benefits-summary-active-members.pdf>

### **ACCOUNTABILITY, SUPERVISION, AND OVERSIGHT**

- Congregational designated ministers are appointed by and accountable to the governing body of the community of faith. A congregational designated minister may only be appointed to a community of faith being served by a member of the order of ministry or a designated lay minister.
- The regional council is the primary court of discipline for a congregational designated minister. For the purpose of oversight and discipline, the policies and procedures for the lay members are adapted as necessary (The Manual, J.8.).