

POSITION DESCRIPTION CRESCENT HILL PRESBYTERIAN CHURCH

Title: Coordinator for Children and Youth Ministries

Reports To: Pastor

Work Schedule: Quarter time (1/4 of full); Specific schedule to be negotiated with pastor and session.

Basic function (Job Purpose): To lead the planning and coordinating of youth ministry and children's activities of the church, primarily by overseeing the recruitment, training and nurture of volunteer leaders and by ensuring they have the resources to fulfill their responsibilities.

Supervisory Responsibilities: Volunteers serving in youth and children's ministries.

Budget Accountability: Manages youth budget, including the coordination of fund-raising activities.

Essential Duties and Responsibilities:

1. To work with the pastor, Session, and Nurture Council in envisioning and planning for a systematic and holistic youth and children's ministry program.
2. Coordinate volunteer leaders in implementing the church's vision for ministry with children and youth, including (but not limited to) midweek children's fellowship, and middle school and senior high youth groups.
3. Plan and lead monthly youth team meetings, making sure that assignments are made and details are accomplished to carry out the activities planned, including regular meetings, local service projects, retreats, mission trips and other special events.
4. Ensure that all necessary curricula, supplies and other resources are at hand.
5. Work with existing volunteer leaders to recruit, train and nurture other volunteers as needed and continually train and nurture all volunteers to maximize their effectiveness.
6. Assist pastor in providing pastoral support to the congregation's children and youth by continually reaching out to those who attend irregularly, seeking feedback for improvements from those who do attend regularly and helping create an atmosphere of welcome to newcomers.
7. Coordinate planning of summer mission/education activities and events such as Vacation Church School.
8. Attend other meetings and activities as deemed necessary by the pastor and Session.

Required Skills and Qualifications:

A. Education: A degree in Christian education or equivalent experience. Additional theological education is desirable.

B. Experience: Experience in youth ministry and Christian education in a mid-sized congregation. Experience working with volunteer organizations. Teaching experience.

C. Skills & Qualities: Strong commitment to Jesus Christ.
Strong and loving commitment to children, youth and families.
Ability to organize and motivate volunteers.
Strong ability to focus on details.

Employee

Date

Supervisor

Date

Reviewed by Staff Relations

Date