

## **WESTMINSTER PRESBYTERIAN CHURCH**

### **A. TITLE: CHILDREN'S AND YOUTH MINISTRY COORDINATOR**

### **B. PURPOSE**

The Children's and Youth Ministry Coordinator will collaborate with the Christian Education Committee, the Pastor, and the Session to provide ministry to the children and youth of Westminster Presbyterian Church and to the community.

1. Oversee and participate in programs for children and youth that are already in place, recommending changes that can make these programs more effective.
2. Collaborate with families, church members and friends, and the community to involve children and youth in the church's mission and vision, welcoming diversity, promoting life-long faith development, and fostering a community of service both to church and community.

### **C. STATUS OF POSITION**

The Children's and Youth Ministry Coordinator is a part-time, full-year employee of the Westminster Presbyterian Church working twenty (20) hours per week. This person is responsible to the Christian Education Committee and the Pastor. The position is approved by the Session upon the recommendation of the Christian Education Committee and the Personnel Committee.

### **D. PRIMARY RESPONSIBILITIES**

#### **1. General**

- a. Collaborate with the Christian Education Committee, the Pastor and Session in the planning and implementation of all of Westminster's programs related to children and youth.
- b. Be present at all worship services and activities involving children and youth outside of regular worship services, as directed by the Christian Education Committee.
- c. Notify the Christian Education Committee and Pastor of expected absences, or at least prior to worship services in emergencies.
- d. Communicate with parents/guardians about planned activities in advance.
- e. Notify the Christian Education Committee and the parents immediately of any problem that may affect the care and well being of any child.
- f. Abide at all times by Westminster Presbyterian Church's Child and Youth Protection Policy.
- g. Oversee physical facilities where children's activities take place to prevent injuries due to slips, falls, etc., and ensure the cleanliness of the room. Notify the Christian Education Committee of any situations that might be hazardous to the children's well being.
- h. Notify the Christian Education Committee immediately if the ratio of children to supervisors is greater than 6 to 1, or greater than he/she can manage.
- i. Maintain attendance records, contact information, and special needs information for all children who participate in Westminster's children's and youth programs.
- j. Attend staff meetings at the direction of the head of staff.

- k. Attend all Christian Education Committee meetings and planning meetings. Be available for Membership, Mission, and Worship Committees as requested.
- l. Contribute occasional articles for newsletters and bulletins as requested.
- m. Advise the Christian Education Committee of any supplies that are needed or require replacement. Order curricula and supplies with approval of the Christian Education Committee.

## **2. Nursery Care Program**

- a. Check in with child care providers at all services when child care is provided.
- b. When a child care provider is absent or when additional help is needed because of the number of children, ask approved members of the congregation to assist.
- c. Check in with child care providers after every service to ascertain that everything went smoothly. If problems have arisen, notify the Christian Education Committee.

## **3. Children's Worship Center**

- a. Become familiar with the Children and Worship program.
- b. Participate in a Children and Worship Training Session.
- c. Become familiar with the location and organization of the Children's Worship Center materials and maintain them in a neat and orderly fashion.
- d. Coordinate the Children's Worship Center stories with the liturgical year and the lectionary with help from the Christian Education Committee and/or the Pastor.
- e. Prepare each week's Bible story ahead of time so that the story can be told effectively.
- f. Open and prepare the Children's Worship Center to receive children each Sunday of the program year.
- g. Ensure that there are adequate supplies (art/craft materials, "Feast" items, etc.) and that the story materials are ready.
- h. Check that the volunteer Greeter is present and prepared for his/her duties. If the designated Greeter is not present, notify the Christian Education Committee before the start of the worship service.
- i. Assist the Pastor during the worship service's Conversation with Children by helping maintain the children's attention and good behavior. Lead the children to the Children's Worship Center after the Conversation with Children.
- j. Guide the children through the entire Children's Worship Center experience, including opening, story telling, response time, feast, and sending.
- k. Involve the Greeter in appropriate ways to interact with children and deal with disciplinary issues.
- l. Remain in the Children's Worship Center until all children are picked up by their parents or other responsible parties.
- m. Close the Children's Worship Center after all children have been picked up.

## **4. Children's Sunday School**

- a. Collaborate with the Christian Education Committee in planning and implementing children's Sunday School.
- b. Advise on curricula selection.

- c. Recruit teachers and assistants in collaboration with the Christian Education Committee.
- d. Assist in Children's Sunday School if needed.
- e. Explore ways to work more effectively with children served by the children's Sunday School and their families.

**5. Youth Ministry**

- a. Collaborate with the Christian Education Committee in planning and implementing a youth ministry program.
- b. Develop a youth Sunday School program to encourage youth to continue active in church in collaboration with the Christian Education Committee, church members and friends, and families of children.
- c. Develop youth program outside of worship services that may include:
  - i) Mission involvement in community.
  - ii) Social activities.
  - iii) Outreach to other area churches.

**6. Confirmation**

Work with the Pastor on confirmation classes as requested by the Pastor and the Christian Education Committee.

**7. New Areas of Ministry**

In collaboration with the Christian Education Committee, the Pastor, Session, families, friends and members of the church, creatively work toward fulfilling Westminster's vision for children and youth ministry.

**E. QUALIFICATIONS**

1. The Children's and Youth Ministry Coordinator must demonstrate:
  - a. A commitment to the Christian faith and a strong desire to nurture Christian faith in children and youth.
  - b. Experience working with children and youth, preferably in a church setting.
  - c. Effective communication skills.
  - d. Ability to relate to young children, including the ability to adapt to those with special needs.
  - e. Strong organizational skills.
  - f. Qualities of patience, love, friendliness, and helpfulness, and cooperativeness.
2. The Children's and Youth Ministry Coordinator must possess:
  - a. Certification in Christian Education preferably, but not required. Equivalent experience and/or training is required.
  - b. Criminal background check and at least two references.
  - c. A minimum 2-year associate's degree.
  - d. Presbyterian or Reformed church religious background is desirable.

**F. TERMS OF EMPLOYMENT**

1. The position of Children's and Youth Ministry Coordinator is a full-year position and is based on a 20 hour work week.
2. The Children's and Youth Ministry Coordinator is encouraged to enhance his/her performance by attending seminars, conferences, and worship experiences relating to different aspects of Christian Education. The Coordinator is entitled to one (1) week of paid study leave each year. Financial assistance will be made available as possible.
3. The Children's and Youth Ministry Coordinator is eligible for two (2) weeks of paid vacation, twelve (12) days of paid holidays, and one (1) week of personal leave, as defined in the Personnel Handbook.
4. The Children's and Youth Ministry Coordinator will be paid \$15.00 to 20.00 per hour, depending on experience.
5. Health insurance benefits can be negotiated.

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