

Job Description

Coordinator of Family & Youth Ministries

Job purpose

An effective Coordinator of Family & Youth Ministries works with the Oak Grove UMC leaders and community leaders to address the needs of children, youth and families so that all grow in their faith. **This position leads and coordinates programs, teachers, and volunteers** in the children, youth and family ministries programs at Oak Grove UMC. The Coordinator of Family & Youth Ministries will have a passion for working with children, youth, and families and will demonstrate experience and qualifications for the areas of responsibility. The Coordinator will plan, conduct and manage programs in the areas of Children's Ministry, Messy Church, and Youth Ministries.

Required Qualifications

1. Experience in children and youth ministries or related programs.
2. Desire to create a positive experience for others.
3. Demonstrated strength in interpersonal communications with all persons.
4. Ability to analyze and revise operating practices to improve efficiency and effectiveness.
5. Demonstrated organizational skills and dedication to complete tasks in a timely manner.
6. CPR/AED certification or willingness to obtain.
7. Valid driver's license.

Preferred Qualifications

1. 5+ years of experience in one or more of the programs for which the Coordinator is accountable.
2. Knowledge of procedures for creating a safe environment for children including how to report incidents of abuse and performing back ground checks on all volunteers and staff who work with children, youth, and vulnerable adults.
3. Demonstrated excellence in the above Required Qualifications.

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Duties and responsibilities

Responsibilities include but are not limited to the following:

General

1. Ensure background checks are processed and passed for all staff and volunteers who work with and around children, youth and vulnerable adults prior to engagement.
2. Provide an annual overview of the Oak Grove UMC Safe Sanctuaries policy, recommending changes as appropriate.
3. Review the current Safe Sanctuaries policy with volunteers of the programs for which the Coordinator is responsible and track completion of each person completing the annual review of the policy.
4. Complete the annual budget submittal by September 15 of each year for the programs for which the Coordinator is responsible.
5. Manage communications for the programs for which the Coordinator is responsible including the church newsletter, website, Facebook, emails, etc.
6. Attend staff meetings and meet with Pastor as needed.
7. Maintain a system of attendance/participant records suitable for quarterly reporting for each program for which the Coordinator is responsible.
8. Be willing to be an active member of a team, willing to lead and willing to follow.
9. Set annual goals for the ministries for which this position is accountable that are in alignment with the goals of the church.
10. Fully engage in the life and worship of the church.

Youth Ministries

1. Coordinate and lead all church youth activities including regular youth group meetings, special events, fundraising activities, retreats, mission trips, service activities, etc.
2. Be an advocate for youth and educate the congregation about the hopes, concerns and needs of youth in the local church and community.
3. Mentor youth in developing their leadership skills.
4. Recruit and train volunteers who work with youth in all aspects of youth ministry and ensure adequate volunteer support and adult to youth ratios.
5. Partner with the Pastor in coordinating confirmation classes.

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Messy Church

1. Oversee, recruit, organize and evaluate the program.
2. Promote Messy Church inside the church and out in the community through various media and interpersonal interactions.
3. Facilitate team meetings for planning Messy Church sessions using Messy Church materials and the team's creativity. Ensure that the team plans for supplies, space, instructions and leadership for each activity. Send reminders team members the week of the session.
4. Encourage and support Messy Church leadership teams and assist them to enhance skills.

Children's Ministry

1. Recruit and organize teachers for the Sunday School program for children.
2. Coordinate appropriate training for Sunday School teachers and other staff of the program.
3. In coordination with the Pastor and teachers, select and coordinate orders for curriculum, program materials, and supplies in a timely manner. Make materials available to teachers in a timely manner.
4. Establish class structure and keep classrooms well stocked.
5. Track attendance for quarterly and annual reporting to the annual conference.
6. Be present each Sunday for which Sunday School occurs to ensure the program runs smoothly and to provide support for teachers, assist with coordinating with Nursery workers when needed, and troubleshoot issues when necessary.
7. Coordinate quarterly intergenerational service projects.
8. Coordinate a "Summer Camp Sunday" in the spring to promote camp attendance and to raise camp scholarship funds.

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Working Hours & Renumeration

1. Hours assigned are 10 per week including hours for days/times of each program including approximately 1.5 hours per week when Sunday School is in session, approximately 3 hours when Messy Church meets, and approximately 2.5 hours for regular Youth Group meetings. Other hours up to 10 hours per week are to be used for planning and preparation.
2. Hours will be recorded on a timecard weekly.
3. Wages shall be paid once per month at an hourly rate.

Personnel Issues or Special Needs

1. Position reports directly to the Pastor.
2. See "Personnel Policies, Procedures & Practices Handbook" for more information.

NOTE: This job description is not intended to describe all required activities but rather to outline the areas of responsibility.

Submit Resume to: ogumc@comcast.net

Welcoming Statement

*"At Oak Grove United Methodist Church,
ALL are welcome -- young or old; rich or poor;
straight or queer; married, divorced or single;
all ethnicities -- everyone. **You are safe here.**"*



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