

## **Meridian United Church of Christ Job Description**

**Date:** 2018

**Title:** Youth Ministry and Sunday School Coordinator

**Part-time, Regular, Salary (10 hours/ week to include most Sunday mornings)**

**Job Purpose:** Working with the Pastor and a team of volunteers, the Youth Ministry and Sunday School Coordinator will coordinate and oversee the Sunday School program, as well as other faith formation opportunities for children, youth, and their families, in a progressive, Open and Affirming Christian setting.

**Accountability:** Works in collaboration with the Ministry of Christian Education and reports to the Pastor.

### **Responsibilities:**

#### Primary Responsibilities:

- Sunday School Oversight
  - Coordinate the Sunday School program for 1st-5th graders, including scheduling teachers and communicating with them weekly
  - Assist Ministry of Christian Education in selecting curriculum
  - Participate in the planning and delivery of regular Sunday School classes for middle and high school youth
  - Supervise and communicate with the Nursery Paid Babysitter each week
  - Summer Sunday School oversight: Recruit, train and support teachers for summer Sunday School, including providing curriculum
- Oversee, Plan, and Direct the following activities:  
Welcome Back to Sunday School Event; Christmas Pageant; Recognition Sunday  
Summer Sunday School oversight
- Coordinate Youth Ministry
  - Schedule, coordinate and lead regular fellowship opportunities for middle and high school youth that nurture them in their faith development
  - Coordinate, and assist in planning as appropriate, youth involvement in Meridian worship, regional and national UCC youth events, camps and retreats
  - Research opportunities and plan service projects for middle and high school youth
- Collaborate on monthly intergenerational services with Pastor and Worship Team

#### Communication and Administration:

- Maintain effective communication with parents/guardians of children using the nursery and attending 1st-5th grade Sunday School; as well as with middle and high school youth and their families

- Communicate with the Office Administrator about building usage for faith formation activities
- Communicate with Teachers and 2nd Adults each week to remind them they are on duty
- Check in weekly with the Senior Pastor in person or by phone
- On a monthly basis, report on faith formation activities with children, youth, and their families to the congregation by submitting a written report to the Pastor for inclusion in Church Council meetings. In December, submit a compiled summary for the church's Annual Report
- Attend monthly Christian Education Ministry meetings and staff meetings as requested

**Qualifications and Attributes Sought:**

- Experience in working with people of all ages, with a clear desire and skill in working with youth
- Teaching and training skills
- Experience in youth program leadership and development
- Mature and curious Christian faith, desire to learn and practice faith alongside a progressive UCC congregation
- Strong communication skills, including interpersonal communication, writing, social media use and public speaking
- Understanding of teenagers and a joyful ability to relate to them
- Organized and punctual
- A bachelor's degree, or actively working towards that goal or equivalent experience working with youth in lieu of formal education
- A passion for working with teenagers in a Progressive Christian environment
- Ability to be a progressive Christian role model for the youth
- Desire to work with a team that includes the pastor, staff and a variety of church and community volunteers
- Successful completion of a criminal background check that is clear of any issues
- A valid driver's license and proof of insurance