

Dear Prospective Children, Youth, and Young Family Ministry Coordinator,

Greetings in the name of our Lord Jesus Christ. We thank you for prayerfully considering this position. The discipleship of our young ones and families is of the utmost importance. We believe the family is the basis of a healthy disciple-making church. We long for families to worship, serve, pray, and grow together as disciples of Jesus. Thus, this work has an earthly and eternal impact upon the lives of people. The goal is that we would do all this for God's glory. Our prayer is that through this ministry we would be able to say with Joshua, "As for me and my house, we will serve the Lord." Joshua 24:15

Blessings in Christ,

Pastor Loren McQueen

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### **Job Description: Children, Youth, and Young Family Ministry Coordinator**

**Position Title:** Children, Youth, and Young Family Ministry Coordinator

**Reports To:** Pastor and Staff Parish Relations Committee

**Position Type:** Full-time, 40 hours/week

**Salary and Benefits:** To be determined

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### **Position Overview:**

The Children, Youth, and Young Family Ministry Coordinator will serve as a key leader in developing and overseeing the church's ministry to children, youth, and young families. This individual will work in collaboration with the pastoral team, volunteers, and families to create a vibrant, engaging, and spiritually enriching ministry. The role requires a combination of spiritual maturity, organizational skills, leadership ability, and commitment to living out biblical values understood through our Wesleyan doctrinal commitments outlined in the doctrines and disciplines of the Global Methodist Church.

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### **Key Responsibilities:**

#### **1. Spiritual Leadership:**

- Communicate a clear experience of God's grace and lead by example in living a biblical lifestyle.

- Prioritize the development of personal Christian growth and holiness, setting an example for others in the ministry.
- Be a living example of Christian values and committed to making disciples of Jesus Christ through the ministry efforts.

## 2. **Ministry Leadership:**

- Organize, plan, and lead the **Children's Church**, including the weekly curriculum and program logistics.
- Coordinate and conduct the **After-School Program**, including planning activities, managing schedules, and maintaining engagement with students.
- Assist the **Youth Ministry**, guiding curriculum decisions, planning events, and creating a safe and welcoming environment.
- Ensure the **Nursery** is staffed during worship services and recruit volunteers weekly.
- Develop and implement programs for **Young Families**, focusing on nurturing spiritual growth and community connection.
- Plan, organize, and participate in the **annual VBS** program, with an emphasis on church member participation.
- Lead at least one **community children's outreach** event per year.

## 3. **Volunteer Development:**

- Develop, recruit, and train volunteers to assist with various programs within the Children, Youth, and Young Family Ministry.
- Be an active, visible presence in the church, engaging with the congregation and volunteers.
- Ensure volunteers are equipped to lead effectively and are consistently supported.

## 4. **Communication and Administration:**

- Collaborate with the pastor to ensure alignment with church vision and spiritual direction.

- Provide **quarterly updates** on program progress to the congregation (both early and late services) and Church Council.
  - Ensure that children, youth, and young family ministries are published and communicated effectively to the local community.
  - Help manage logistics for **youth events**—including planning, scheduling, and coordinating transportation, supplies, and volunteers.
  - Ensure the **mid-week children's program** is held consistently.
  - Regularly update and communicate with parents, guardians, and church leadership on program changes and updates.
  - Ensure that all volunteers have their Ministry Safe Certifications up to date.
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## **Qualifications:**

### **1. Spiritual Qualifications:**

- Commitment to living according to biblical principles and maintaining a personal relationship with Jesus Christ.
- Ability to communicate and model a living faith in Christ.
- Desire to lead others into deeper discipleship and spiritual growth.
- Passion for developing the next generation of Christians and cultivating a Christ-centered community.

### **2. Professional Qualifications:**

- **College Degree** (preferred), with a focus on Christian Education, Theology, or a related field.
- Current **clearances** and certification in **Ministry Safe** (or willingness to complete upon hiring).
- Proficiency in **computer skills**, including Microsoft Office, email, and text communication.

- Strong **organizational skills** for managing multiple programs and events.
- Ability to use social media and other communication tools for ministry promotion and community engagement.

### 3. Leadership Qualifications:

- Be a self-starter with strong initiative and motivation to lead and implement programs effectively.
- Work well independently while remaining collaborative with church leadership, volunteers, and families.
- Be visible in worship and involved in the broader life and ministry of the church.
- Demonstrate success in developing, mentoring, and leading a team of volunteers.
- Be a **team player** who is committed to building community, working with others in the church, and maintaining a positive and supportive attitude.

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### Additional Requirements:

- Attend both **worship services at least once a month** to stay engaged with the life of the congregation.
  - Participate in ongoing **professional development** opportunities related to children's and youth ministry.
  - Attend monthly staff meetings.
  - Be flexible to work evenings, weekends, and special events as needed (e.g., youth events, VBS, etc.).
  - **Possess a Valid driver's license** and be willing to travel for ministry events.
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## Working Conditions:

- This is a **full-time position**, with a **40-hour work week**.
  - The position requires occasional evenings and weekends, especially for special events such as retreats, VBS, and outreach programs.
  - Competitive **salary** with **benefits** will be determined upon hiring.
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## Application Process:

Interested candidates should submit a resume and cover letter detailing their spiritual journey, qualifications, references, and experience to the church office at [brookvilleevan@gmail.com](mailto:brookvilleevan@gmail.com).

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This position is ideal for an individual with a heart for children, youth, and families, who desires to make a significant impact in the lives of young people and their families through Christ-centered ministry.