

**WEST END COLLEGIATE CHURCH
POSITION DESCRIPTION**

POSITION: COORDINATOR of CHILDREN and YOUTH MINISTRY
REPORTS TO: ASSOCIATE MINISTER
STATUS: EXEMPT, PART-TIME
DATE: JULY 6, 2015

Position Summary:

West End Collegiate Church seeks a part-time Coordinator of Children & Youth Ministries to work in a growing congregation on the Upper West Side of Manhattan. The position supports the mission of the church by providing meaningful learning experiences that create community, encourage faith, increase knowledge of the Bible, develop leadership, and help our children and youth learn through “hands-on” care for our neighborhood and city.

Specific Areas of Responsibilities

Church School

- Design/select curriculum for children and youth
- Recruit, nurture, and supervise teachers
- Supervise Sunday morning part-time music staff
- Design & run Vacation Bible School for children and youth

Worship

- Oversee Children and Worship, God Squad, and Young Disciples
- Recruit, nurture, and supervise leaders and part-time staff
- Encourage parent participation
- Develop and deliver weekly Children’s Message as part of main worship service, and train volunteers to share in doing messages

Kids’ Club & Youth Group

- Lead Youth Group and supervise staff & volunteers for Kids’ Club (Friday evenings)
- Coordinate & facilitate special events: summer mission trip, Christmas Eve Pageant, Youth Sunday, Christian Education Sunday, and outings for education and recreation
- Recruit, nurture, and supervise leaders for these programs and special events

Service

- Collaborate with staff and volunteers to encourage value of service and develop appropriate service opportunities for various age groups

General Duties

The Coordinator of Children & Youth will share in the following responsibilities:

- Participate regularly in Sunday services through the children’s message and in other ways as requested
- Provide care as called upon by parents of our children and youth in coordination with the Pastoral Care Associate, Associate Pastor, & Senior Minister
- Participate in church-wide events, team meetings, etc., some of which occur on week nights and weekends
- Prepare and participate in budgeting for ministries in which he/she is involved
- Provide information to communications staff so that our website, newsletter, and bulletin are up to date
- Other tasks and duties as assigned

Success Factors

- A dynamic, warm and engaging presence with an ability to develop relationships with people of all ages, races, socio & economic situations, sexual orientation and gender identities.
- A love for children & youth
- Biblical literacy
- Ability to teach
- Creativity in the use of educational tools
- Passion for West End’s mission and for New York City.
- Collaborative approach to leadership within West End and the Collegiate Church.
- Ability to mentor and coach others in ministry.
- Willingness to learn and explore new ideas and approaches.
- Excellent oral and written communication skills.
- Good judgment and ability to maintain confidentiality.

Education/Experience

- Three to five years’ experience in children & youth ministry
- Master of Divinity or Master of Religious Education desired

Working conditions

- High energy setting that requires significant multi-tasking
- Able to work under pressure

Technology Skills

- Competent in Microsoft Office
- Ability to work with website and social media (Facebook, Twitter, etc.) to advance ministry.

Nothing in this job description restricts Senior Minister’s/Associate Minister’s right to assign or reassign duties and responsibilities to this job at any time.

Approval
Employee_____

Date_____

Supervisor_____

Date_____