

The First Congregational Church, United Church of Christ of Stockbridge, MA is in the process of creating a new model for youth Christian Education and for forming meaningful relationships between youth and adult members. First Congregational is an open and affirming church.

Job Description: Children's and Youth Ministry Coordinator

Time Commitment: 8-10 hours/week, 40 weeks/year. This is a part-time position (September through June). Hours to be structured in consultation with the pastor and Christian Ed Board and can be flexible. Sunday availability a plus.

Approximate wage: \$25/hour or \$10,000/year

Reports to: Pastor for immediate supervision. Works in conjunction with Christian Education Board.

The goal of this position is to guide the faith development of children (0-10) and youth (age 11-18) - Nursery, Sunday School, and Youth Group- by partnering with them, their families, and other church members to coordinate activities and experiences that are age appropriate using scripture, spiritual practices, prayer, community building fun, and teaching in the tradition of the United Church of Christ and the First Congregational Church.

Job Responsibilities:

- Plan and facilitate Sunday school classes for multiple age groups of children and youth
- Plan, develop, and oversee age-appropriate faith development activities for children and youth
- Oversee (order, collect, and distribute) curriculum and supplies for children's and youth's discipleship and religious education classes and opportunities
- Coordinate quarterly special events for Sunday School children: Rally Day (fall), Christmas Activity/Pageant (winter), Easter Egg Hunt (spring), CE Sunday (June).
- Act as Nursery Care Coordinator, ensuring that the nursery is provided with staff and volunteers during Sunday school, worship, and other church-wide activities or meetings
- Plan and lead (with other volunteers) Youth group, ages 10+, with coordination of quarterly activity/trip/outreach projects and assist with Confirmations and Graduation Recognitions, etc.
- Ensure that the church complies with its Safe Sanctuary policy and procedures by training-volunteers; obtaining background checks; maintaining records; recruiting the necessary volunteers for all activities; and periodically updating and maintaining the policy, procedures, and covenant statements
- Recruit, supervise, and schedule Sunday School teachers
- Build and maintain connections with children, youth, parents, and volunteers by being present during church-wide activities
- Proactively identify and welcome children and youth (including parents) who are new or repeat visitors at Sunday worship. Follow up with any requests noted on the weekly attendance sheets.
- Facilitate the Children's Message during Sunday mornings at worship (in conjunction with the Pastor) and/or be on call for substitute Sunday School teaching in case of teacher absence
- Organize and coordinate volunteers for Intergenerational Worship (with Pastor)
- Attend weekly staff meetings and monthly Christian Education Board meetings
- Organize and maintain the children's ministry supply closet
- Submit notices for the bulletin and newsletter to publicize activities
- Project budget needs for the Children's and Youth Ministry for each year and work diligently to keep expenses within the budgeted amount.
- Other duties and administrative tasks as assigned

The perfect candidate will have solid theological training, will be visionary, creative, active, fun, and able to understand different learning modalities. She, he or they must be comfortable embracing different ways to understand God, possess a gentle and kind presence, and be able to engage children of all ages. Strong organizational, communication, and computer skills are required.