

**Pilgrim Congregational Church UCC  
Duluth MN**

**Job Title:** Family, Children, & Youth Ministries Coordinator

**Terms of Position:** Half-Time (20 hours/week) including Sundays from Mid-August to Mid-June.

**Target Start Date:** August 14, 2017

**Pilgrim Congregational Church UCC** is a vital and progressive Christian congregation with a growing number of families with children. This position will develop and manage the family, children's, and youth Christian ministries program in coordination with the Lead Pastor, the Christian Education Committee, youth leader, and the Music Director.

**DUTIES AND RESPONSIBILITIES:**

Children's & Youth Christian Education

Work in collaboration with the Lead Pastor, the Christian Education (CE) Committee, parents and volunteers to:

- Attend and participate in Sunday School, worship, and other events on Sunday mornings. Any requested time off needs to be approved in advance by Lead Pastor.
- Serve as a key resource person for the CE Board;
- Oversee curriculum screening, selection and purchase;
- Coordinate program/curriculum and volunteers for Sunday School, Youth Group, and confirmation as needed
- Help with youth programming and confirmation as needed
- Along with Pastor and Christian Education Committee engage in short and long term planning for children's Christian education program on Sunday mornings and other spiritual growth opportunities.
- Occasionally lead Children's Time during Sunday worship as directed by the lead pastor.
- Offer programs and resources that help parents encourage and nurture the faith development of their children and families;
- Providing training opportunities and help prepare Sunday School and other volunteers.

Nursery

- Coordinate with CE committee to manage and supervise Pilgrim's hired staff and volunteers in the care of children under four during worship and other program services;
- Work with the CE Committees to implement a system for assuring safety and comfort of children during nursery care.
- Communicate and work with the nursery coordinator, volunteers, and paid nursery staff.

### Administrative, Training and Development

- Seek and participate in professional development church educator workshops, networking events and conferences, subject to time and financial constraints; use denominational resources.
- Attend, resource, and report at CE Committee meetings;
- Under supervision of lead pastor work to develop, administer, and educate about safe church practices;
- Prepare monthly articles regarding children's activities for the Pilgrim News;
- Prepare regular email reminders of activities;
- Prepare announcements of events and needs before worship;
- Participate in planning and supporting intergenerational events.

### **ACCOUNTABILITY**

The immediate supervisor is the lead pastor. There will be weekly meetings to review schedules, program ideas and performance. Performance will be reviewed annually. There is also accountability to the Human Relations Committee. Tracking and accounting for use of time to be required.

### **QUALIFICATIONS:**

Examples of qualifications for this position include, but are not limited to:

- education and/or experience in early childhood education, youth programming, elementary education, Sunday School programs, children's music
- ability to relate to children and youth and stamina to keep up with them
- good organizational skills, communication skills, and delegating skills
- ability to build trust with children, youth, and adults
- good time management skills
- proficiency with software and computer skills