



Job Description for Children and Youth Ministry Coordinator

Ministry Purpose: Your role is to develop and provide spiritual, relational, organizational, and administrative leadership. To oversee and work with the Christian Education Program for Children and Youth, which includes the weekly Christian Education program for children/youth, Youth Worship Service, Wednesday night activities, and other special programmings such as working with the Vacation Bible School Committee, Christmas programs, and other special events that may occur. The Children and Youth Ministry Coordinator shall seek to foster a strong education program by building relationships with teachers, students, parents, and church leaders to strengthen the students' commitment to the church and growth in faith in Jesus Christ. This person will be instrumental in introducing, instructing, and nurturing our children and youth in their Christian faith and life through Bible study, prayer, fellowship, worship, service, and evangelism.

Responsible to: Pastor for day-to-day operations, UMBC's Executive Committee for fulfilling responsibilities defined in the job description, defining goals, evaluation, and communication of concerns related to the position's performance.

Responsibilities:

1. Implement a Christian Education program for Children and Youth.
2. Primarily lead the youth in stimulating weekly programs as well as overseeing the children's ministry.
3. Coordinate, promote, implement, and further develop a quality Christian Education for Children and Youth to after-school and weeknight activities including children in the following areas: Children Sunday School; Wednesday night activities; VBS and Seasonal/special events and Youth in the following areas: Youth Sunday School; Youth Church; Wednesday night activities; VBS and Seasonal/special events.
4. Work with the **Children's Council Leader** and **Youth Council Leader** to recruit, train, and supervise teachers, leaders, and other required volunteers to meet the church's education program requirements and assist in the classroom on a rotating schedule.
5. Develop children and youth in their Christian spiritual and social development by instructing and training children and youth to understand and implement the Bible into their lives.
6. Personally communicate educational program news frequently with the Pastor and the congregation.



7. Develop a Children and Youth Ministry strategic plan that supports the mission and vision of UNION MISSIONARY BAPTIST CHURCH.
8. Participate in the preparation and development of the budget for the Children and Youth Ministry.
9. Communicate and publish all activities through newsletters, bulletins, church calendars, and social media.
10. Actively recruit children, youth, and young families through church-supported activities and programs in the community.
11. Responsible for assuring that children and youth are considered and included and represented within the life of the Church.
12. Participate with other Christian ministry professionals in the community as opportunities arise that fit within the church's purpose and ministry vision.
13. Encourage and coordinate outreach opportunities and summer programs for Children and Youth as appropriate.

Qualifications: The Children and Youth Ministry Director plays a significant role in the faith development of all ages within the church, both as a leader and as an example. UNION MISSIONARY BAPTIST CHURCH seeks a person who has a solid understanding of the foundations of the Christian faith and who has a strong desire to nurture children and youth in the Christian faith. We seek a person who generates new ideas and programs, values the team concept of ministry, and accepts suggestions from the Children's Council leader and the Youth Council leader.

- A degree or minimum of 3 years experience/background in a relevant field of study.
- Spiritual maturity and high moral and ethical conduct.
- A sense of call and a passion for working with children and youth and team members – able to inspire.
- Friendly, enthusiastic, and flexible team approach while working with children, youth, parents, staff members.
- Good organizational, teaching, administration, and computer/technology skills.
- An understanding of child and adolescent development and skill level.
- Ability to relate to children and youth and be able to teach them about Christ.
- Possess strong written and verbal communication skills.
- Possess a vital relationship with Jesus Christ.



- Ability to recruit, train, organize and motivate volunteers for children's and youth ministries.
- Desire to encourage multi-generational fellowship.
- Spiritual gifts include but are not limited to leadership, administration, and teaching.
- Teachable, servant's heart; team builder and team player.
- Shares the vision, philosophy of ministry, and commitments of UNION MISSIONARY BAPTIST CHURCH.
- Be in a relationship with youth, children, and their families. Seek out and meet with youth and children, sharing their joys and concerns and challenging their spiritual growth. Minister to their needs and make appropriate care referrals when necessary.

Working conditions: The Children and Youth Ministry Coordinator position requires flexible hours, including evenings and weekends. The position is part-time and salaried. The actual numbers of hours required during any given week are those needed to fulfill the responsibilities of the position (Minimum of 20 hours per workweek). It is recognized that the schedule may vary at different times of the year. The expectation is that the Coordinator will work on Sundays well as other specific times as agreed upon with Senior Pastor. It is expected that the chosen candidate will:

- Keep the Administrative Assistant and the Senior Pastor informed as to how he/she may be contacted.
- Notify the Children's Council Leader and Youth Council Leader before any unforeseen absence from regularly scheduled hours, events, or duties, and provide a suitable substitute in case of anticipated absence.
- Adhere to hours and schedule discussed and agreed upon with the Pastor and UMBC's Executive Committee.
- Seek approval for continuing education by UMBC's Executive Committee and Pastor.
- Participate in opportunities for periodic review and goal setting.
- Participate in opportunities Pay level review annually.
- Contact UMBC's Executive Committee, the Senior Pastor, or the Administrative Assistant with any concerns that should arise.

Terms of Employment:

A Criminal Background check will be required
References- Professional and Personal



Valid Driver's License

The probationary period will be 90 days

Interested candidates send a letter of interest, and a resume addressed to
Union Missionary Baptist Church at:

P.O. Box 707

Muncie, IN. 47308 Or

Email your letter of interest or resume to:

info@umbcmuncie.com