

POSITION: Coordinator of Children and Youth Ministry
SUPERVISOR: Pastor
STATUS: Part Time
FLSA: Non-EXEMPT
EFFECTIVE: September 1, 2015

JOB SUMMARY:

The Coordinator of Children and Youth ministry will create, coordinate and implement age-appropriate ministry to children, youth and parents of Redmond UMC in line with our mission to Love. Serve. Grow. and in keeping with our Vision and Strategic Plans.

ESSENTIAL DUTIES:

- Create a vision for children and youth ministry at Redmond UMC by being attentive to the hopes, concerns, and needs of children, youth and parents in the church and surrounding community
- Guide work of Youth Council and iGrow to carry out varied and wide-ranging programs that include worship, study, fellowship and service opportunities for children, youth and their parents.
- Create opportunities for children and youth to participate in all aspects of ministry of the congregation and raise the awareness of contributions of children and youth in the community and world.
- Work with pastor and leaders to provide appropriate age-level curriculum and resources to group leaders for study and growth.
- Recruit and develop leaders to work

QUALIFICATIONS & EXPERIENCE:

- Commitment to personal spiritual growth and understanding of United Methodist theology.
- Bachelor's Degree in religion or related subjects.
- Exhibited desire, experience and background displaying a "a heart for service" and genuine interest in responding to needs and concerns of children, youth and families.
- Solid relational skills and ability to communicate with people of all ages.

PHYSICAL REQUIREMENTS:

- Be able to sit and type for long periods at a time.

CORE COMPETENCIES:

- **Organizing.** Can gather and organize resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; can use resources effectively and efficiently.
- **Managing vision and purpose.** Articulates and supports the vision and mission of Redmond UMC; communicates a compelling and inspired vision for ministry; talks beyond the here and now to a larger sense of purpose; creates a compelling vision of possibility, hope, and optimism; helps others to own the vision.
- **Motivating others:** Creates a climate in which people want to do their best; can motivate many different individuals and groups; empowers others; shares ownership and visibility; makes each participant feel valued.
- **Developing volunteers.** Is able to identify raw talent and recruit capable people into positions of responsibility; provides challenging and stretching tasks and assignments for others to do; delegates appropriately; builds people up; maintains open and active dialogue with volunteers;

communicates expectations clearly and holds people accountable.

- **Planning.** Accurately assesses the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- **Interpersonal relationships.** Relates well to all kinds of people, inside and outside of the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.
- **Trust and integrity.** Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values during good and bad times; acts in line with those values; practices what he or she preaches.

I have read and understand the above job description. I attest that I can work in these conditions, I am able to perform the job functions, and can fulfill the basic requirements/duties, to include any other reasonable requests that are asked of me. I will immediately notify my Supervisor if I am unable to comply with this job description for any reason.

Date