

Covenant Presbyterian Church
Madison, Wisconsin
Learning God's Love, Living God's Love
Children and Youth Ministries Coordinator
Position Description

Supervisor: Associate Pastor

Status: 40 hours per week

Salary Range: \$55,000-\$60,000

FLSA: Exempt

Position Summary: Develop and implement group and individual ministries to young people from pre-kindergarten through high school. Work collaboratively with volunteers and paid staff on church programs for children and youth. Support and inspire each young person as well as teachers, advisors, and other individuals involved in Covenant youth programs. Oversee children's Christian Education program and related activities. Lead group activities and provide individual support for middle and high schoolers. By example and encouragement, and with passion for Covenant's mission statement and goals, guide each young person to engage in Christian faith.

Principal Duties and Responsibilities

A. Maintain an understanding of current issues regarding children and youth.

- Through professional reading, listening, in-service training, accessing Presbyterian resources, and other mechanisms, consistently gain new insights on the social dynamics, cultural forces and other challenges facing today's children and youth.
- Use this knowledge to propose ways to enhance children's and youth programming.

B. Inspire and Support through Individual Connections

- Get to know each young person in the congregation and their parents by name.
- Support older youths' (middle and high school students') growth through one-on-one conversations at least quarterly and by attending their school or community activities at least once a year.

C. Inspire and Support through Group Activities

- Coordinate Children's Christian Education (CCE) program by selecting and providing curriculum materials for CCE classes and resourcing CCE staff through training or enrichment programs
- Be visibly present most Sundays during Sunday School and available to support teachers as needed
- Oversee the children's worship education program (Kaleidoscope), assisting Kaleidoscope staff in developing and implementing curriculum.
- Work collaboratively with pastors (especially the Associate Pastor) on the design and implementation of children and youth programming.
- Work with the Children's Music Coordinator to carry out the music education program and to organize and run the summer Vacation Bible School program.
- Serve as staff support for the Children and Youth Ministries Committee.
- Work with the Children and Youth Ministries Committee to plan and effectuate fellowship and worship events for children and their families.
- Facilitate weekly group fellowship and learning opportunities during the church program year for middle school and high school youth.
- Organize and lead opportunities for children and youth to be involved in mission activities.
- Plan and implement special group opportunities including retreats, camping, and local, national and, when appropriate, international mission opportunities for youth. Provide at least one such activity each summer for middle and high schoolers.
- Participate in the confirmation process as requested by the Associate Pastor.

D. Assist in Connections Between the Children's and Youth Programs and Other Congregational Activities

- Be an active player in Covenant's effort to welcome visitors and new members. Be visibly present before and after worship on a regular basis.
- As a member of the Worship Committee, seek opportunities to include children in worship.
- Oversee scheduling for Children's Time during worship and serve as leader 1-2 Sundays per month.
- Use current technology to communicate effectively with children, youth, their parents and other audiences and to enhance the effectiveness of programming.
- Be visibly present before and after worship on a regular basis
- Communicate information about children's and youth programs to the congregation
- Meet quarterly with the pastors to propose, discuss and schedule times for youth to participate in Sunday morning worship leadership, music in worship, and other leadership and service roles.
- *Reach out to other churches, especially Presbyterian churches, for collaboration and, where appropriate, to support smaller youth ministry programs.*

E. Effectuate Volunteer and Financial Support for Youth Ministries

- Recruit, train, supervise, and support staff for the CCE program.
- Recruit, train, supervise and support youth who serve as teachers for the Kaleidoscope program
- Recruit advisors and other adult volunteers (as needed) for youth programs and special activities. Support their ministries to children and youth.
- Assure that all volunteers have appropriate training and background checks.
- As needed, raise funds to help support activities of the children's and youth ministries programs.
- Draft and, after approval, monitor the children's and youth ministries budgets.

F. Additional Responsibilities

- Meet at least monthly with the Associate Pastor to discuss program direction and insights.
- Attend staff meetings, retreats and training sessions.
- Communicate regularly with other staff to ensure that children's ministries are fully coordinated with other church activities.
- Maintain a clean, well-organized work area.
- Other duties may be assigned.

Minimum Qualifications

- College degree (B.A., B.S.) with coursework in education or youth-related field preferred.
- Children's and youth ministries experience, with at least five years preferred.
- Strong interpersonal communications skills.
- Strong skills in event and travel planning and execution.
- Competence in using technology for communication and program enhancement.
- Competence in speaking, writing, and editing.
- Musical skills are desirable.
- Is a self-starter and able to multi-task without supervision.

Physical Requirements

- Able to proficiently use a computer, telephone and related equipment.
- Able to move freely, drive safely, travel long distances and camp in primitive conditions.
- Have access to a car for activities outside the church.
- Available to work Sundays as part of regular work schedule.
- Able to occasionally lift camping equipment, luggage and other items weighing up to 40 pounds.

Core Competencies

- **Ethics and Values:** Honors the mission statement and goals of Covenant Presbyterian Church in his/her behaviors; consistently embodies appropriate behavior choices in both stressful and non-stressful situations; practices the behaviors he/she advocates to others.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; responds to situations with constancy and reliability.
- **Spiritual Formation/Discipleship:** Demonstrates an understanding of spiritual formation/discipleship as a journey or process; invites youth at Covenant Presbyterian Church into reflection about their personal spiritual journeys; teaches a variety of spiritual practices to lead youth in developing and deepening spirituality; creates teaching and small group environments that promote discipleship.
- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; has good judgment about which creative ideas and suggestions will work.
- **Team Orientation:** Demonstrates interest, skill and success in team environments; promotes team goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.
- **People/Volunteer Management:** Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.
- **Self-Development:** Sets appropriate personal work objectives, measures own progress, identifies personal gaps in knowledge, understanding and skill. In a timely manner, undertakes appropriate activities to develop needed skills; seeks regular feedback on performance; knows personal strengths and weaknesses; is sensitive to changing personal and organizational requirements and changes accordingly.