



Rockford United Methodist Church

***Children and Youth Ministry Coordinator
Job Description - 30 hours per week***

last approved by Staff-Parish Relations Committee: 04-13-2023

DESCRIPTION

About Rockford United Methodist Church – We’ve been serving the Rockford area for over 150 years, loving God and loving one another as we serve Christ together. Our mission is to be a welcoming family of worship, growing in our faith, reaching out to serve others, and spreading the good news of Jesus Christ. Our current staff works well together and we’d like to have you consider joining us, too. See www.rockfordumc.org for more information.

Broad Statement of Responsibilities - This role will lead the development and oversight of children and youth ministry for nursery through 12th grade. Responsibilities include developing age-appropriate curriculum, building a team of volunteers to implement ministry, actively connecting with children, youth, and their parents and leading students to become passionate followers of Jesus Christ. This position reports to the pastor and The Staff-Parish Relations Committee; and they work alongside the Discipleship team leader.

Purpose/Goal - To lead and implement our children and youth ministries so children, youth, and our volunteers develop their deeper walk with Christ as we complete God’s Plan (mission-vision-guideposts) for Rockford United Methodist Church.

Compensation: The position is for 30 hours per week. Hours must be turned in. Rate will be based on experience and the church’s ability. Flexible Spending Account may be possible. No further benefits. The position will be reviewed annually.

QUALIFICATIONS

Education Requirements: Working on or has a Bachelor of Science in Ministry, Biblical Studies or Theology.

Personality Qualifications

1. Cooperative and maintain a positive attitude working with a team.
2. Able to communicate in an effective manner.
3. A willingness to be flexible and helpful to others.
4. An ability to handle stressful situations with grace.
5. Someone who is self-motivated requiring little supervision.
6. Someone who is willing to ask for help from others when needed.
7. Should be willing to live up to the “expectations” of all staff at Rockford United Methodist Church which include big picture consideration, communication, commitment, confidentiality, and competency.

Physical Qualifications

8. Has previous leadership experience with children, youth, and volunteers and/or experience in developing and guiding children and youth Christian education programming.
9. Physically able to perform the assigned work, and able to lift 40 pounds.
10. Able to use computers and software programs for communication.
11. Has some experience with doing virtual ministry alongside of physical.

Spiritual Qualifications

12. Must be a Christian – a believer and follower of Jesus Christ.
13. Must want to love and care for others as Christ loves them.
14. Must want to show grace to others as Christ has shown to them.
15. Must have the Spiritual gifts of: teacher, caring, and administration.
16. Exercises effective biblical and inspirational leadership skills including the following:
 - Developing, evaluating and revising ministry annually
 - Developing and monitoring of budget for Children and Youth Ministry area
 - Building and supporting teams of volunteers to carry out ministry

- Working collaboratively with Senior Pastor and staff members.

RESPONSIBILITIES

17. Oversees and coordinates the Children's Ministries for children (0 – 4th grade), including but not limited to Sunday School, Nursery, Sunday Children's Message, JAMS, Wednesday evening programming, VBS, Christmas program, and other special events This includes scheduling volunteers (or recruiting schedulers for various ministry areas), enforcing RUMC childcare policies, ensuring safety of children at all times, maintaining the facility and resources for Children's Ministries.
18. Develop and oversee small group centered ministry with age-appropriate programming for 5th – 12th graders, including but not limited to Sunday morning programming, additional afternoon and evening programming, other youth group activities and youth mission trips.
19. Develop teachings rooted in the Bible which are safe, relevant, passionate and intentional in building disciples for Christ and can be applied to students' everyday life.
20. Aide parents in raising their children in faith in Jesus that sticks by providing biblical and relevant information which helps parents understand their children and faith building through newsletter and website articles and information.
21. Work with Nursery Coordinator to ensure Nursery is staffed with volunteers on Sunday mornings and during other programming as needed.
22. Attends retreats and/or trainings to continue to grow leadership skills and stay on top of what's new in ministry for children and youth.
23. Remain attentive to the hopes, concerns, and needs of children and youth in the community to determine how the congregation might serve them and their families and how they might serve one another as Christian disciples and good neighbors. This person will identify key people in the congregation and community for collaboration and advocacy for young people's issues.
24. Participate with Rockford Public and other school systems through Early Release for Middle Schoolers or other similar volunteer opportunities.

25. Actively advocate all youth are welcome, and be sure that they are.
26. Advocate for quality leaders and excellent mentors who encourage young people to develop their own gifts, skills, strengths, and ideas.
27. Follow the church child safety policies, procedures, and requirements.
28. Work with others to plan and carry out ministry by, with, and for youth in varied and wide-ranging programs that include worship, study, fellowship, service opportunities, and others.
29. Coordinate with the Discipleship team leader and Senior Pastor about curriculum and other resources available for children and youth in order to help volunteer teachers and group leaders select appropriate resources for study and growth.
30. Develop and maintain a virtual presence for both children and youth.
31. Attend staff meetings and meet with Senior Pastor regularly.
32. Other duties as assigned by Senior Pastor.
33. Maintain organization of workspace.

SUGGESTED SCHEDULE

33. On Sundays, be available at the church from 8 a.m. - 1 p.m. (5.0 hours)

On Wednesdays, be at the church from 2 p.m. - 8 p.m. (6.0 hours)

34. The remaining hours can be spent:

a) Developing and reviewing curriculum.

b) Developing Sunday's children's message and JAM materials.

c) Get volunteers, train volunteers, schedule volunteers as need arises.

d) Attend meetings and handle communication and correspondence.

e) Watching for opportunities in the community to be active personally and with children and youth in the greater Rockford area and beyond.

Stay connected with **Unite** (Fellowship of local youth coordinators).

f) Plan monthly events as possible in which our folks can invite other folks.

g) Spend time developing the relationships with your volunteers, parents, staff, especially in the public school setting.