



MADISON AVENUE CHRISTIAN REFORMED CHURCH

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Rev. E. Wayne Coleman, Senior Pastor (wayne465@yahoo.com)

Children/Youth Ministries Coordinator Job Description

Summary: The objective of the position of Children/Youth Ministries Coordinator is to reach out to the youth within the MACRC congregation and in the community; sharing the good news of Jesus Christ's lordship and helping them to grow and to deepen their faith through education, missional, and recreational opportunities.

The candidate will be primarily responsible for Junior and Senior High programs (6-12) with secondary responsibilities regarding the K-5 programs.

Qualifications:

1. Gives evidence of a deep love for Christ, youth and His people.
2. Experience in educational and/or youth ministry giving evidence of an ability to organize, lead, encourage, motivate and work with others.
3. Degree or its equivalence in a related field or willingness to pursue such degree.
4. Possess excellent relational skills for personal connections with youth and their families.
5. Possess excellent relational skills for working with fellow staff members and volunteer leaders of children/youth ministries.
6. Ability to coordinate finances of ministries and oversee budget cost and fundraisers.
7. Ability to establish goals, evaluate, review, and monitor ministries to determine how well the ministry has achieved the goals of helping youth love, learn, seek, and serve.
8. A desire and willingness to be/become a member of MACRC.

Primary Duties and Responsibilities: Oversight of youth ministry; serving as mentor; providing guidance, accountability, and encouragement to volunteer leaders and parents.

1. The Children's/Youth Ministries Coordinator will provide oversight and visionary leadership for our Sundays Children's Worship and Teen Time by encouraging, supporting, and serving as a resource person for the volunteers/teachers.
2. This work will include working with the senior pastor, and volunteers' teachers to provide a comprehensive strategy and curriculum for our children's care and growth in Christ.
3. The Children's/Youth Ministries Coordinator will develop, enhance, and encourage a highly relational ministry by building positive long-term relationships with our youth.
4. The Children's/Youth Ministries Coordinator will work with our various volunteer leadership teams to develop, promote, and enhance Christian commitment, discipleship, and spiritual growth in our youth.
5. The Children's/Youth Ministries Coordinator will develop, enhance, and maintain close personal connections with the leaders of our various Children and Youth Ministries.

6. The Children's/Youth Ministries Coordinator will reach out to youth in the neighborhood through the development of an evening weekday ministry that includes Bible study and recreation.
7. The Children's/Youth Ministries Coordinator will plan, develop and organize a team of volunteers for VBS. The Children's/Youth Ministries Coordinator will also provide follow up after the completion of VBS.
8. The Children's/Youth Ministries Coordinator will develop relationships with the youth in this church and in the community, encouraging intergenerational relationships within the church and the integration of the youth into all aspects of our faith community
9. The Children's/Youth Ministries Coordinator will develop ways to engage the youth by utilizing virtual platforms and online tools for meetings, events, and other activities.

Outreach/Service

- 1) Teach the principals of friendship evangelism and provide opportunities for the sharing of your student's faith.
- 2) Provide special trips and social activities for opportunities to evangelize.
- 3) Engage students in activities that serve others in their local church and community besides their own ministry.

Staff Responsibilities

- Maintain flexible office hours as agreed upon with the Pastor.
- Attend staff meetings regularly and be a good colleague to others on staff.
- Participate in MACRC's worship and occasionally lead an element of worship (Youth Sunday).
- Share in the overall MACRC congregational life and attend special events as requested.
- Observe all personnel policies and staff guidelines.

Terms of Employment

- A Criminal Background and Safe Sanctuary background check will be required References- Professional and Personal
- Valid Driver's License
- Probationary period will be 90 days

The Children's/Youth Ministries Coordinator reports to and is supervised by the Senior Pastor. This is a part-time salary position – 20 hrs weekly @ \$17.00 phr.

If you are interested please send your resume with three references to Pastor Coleman at wayne465@yahoo.com. Please include Children's/Youth Ministries Coordinator Search in the subject line of your email.