The First Congregational Church, United Church of Christ of Stockbridge, MA is in the process of creating a new model for youth Christian Education and for forming meaningful relationships between youth and adult members. We seek a dynamic candidate to develop their role in collaboration with the Christian Education Board. First Congregational is an open and affirming church.

**Job Description:**

**Children’s and Youth Ministry Coordinator**

**Time Commitment:** 8-10 hours/week, 40 weeks/year. This is a part-time position (September through June). Hours to be structured in consultation with the pastor and Christian Ed Board and can be flexible. Sunday availability is a plus.

**Approximate wage:** $25/hour or $10,000/year

**Reports to:** Pastor for immediate supervision. Works in conjunction with Christian Education Board.

The goal of this position is to guide the faith development of children (0-10) and youth (age 11-18) - Nursery, Sunday School, and Youth Group- by partnering with them, their families, and other church members to coordinate activities and experiences that are age appropriate using scripture, spiritual practices, prayer, community building fun, and teaching in the tradition of the United Church of Christ and the First Congregational Church.

**Primary Job Responsibilities:**

**Sunday School/Nursery**

Plan and coordinate Sunday School classes for multiple age groups of children and youth.

- Facilitate the recruitment, scheduling, and oversight of Sunday School teachers.
- Oversee (order, collect, and distribute) curriculum and supplies.
- Work with the CE Board and Pastor to support and equip teachers and volunteers.
- Plan, develop, and oversee age-appropriate faith development activities for children and youth.
- Act as Nursery Care Coordinator facilitating and overseeing the recruitment and support of staff and volunteers to provide childcare during Sunday School, worship, and other church-wide activities.

**Administration**

- Project budget needs for the Children’s and Youth Ministry annually and work diligently to keep expenses within the budgeted amount.
- Organize and maintain the children’s ministry supply closet.
- Submit notices for the bulletin and newsletter to publicize activities.
- Ensure the church complies with its Safe Church policies and procedures by recruiting volunteers, obtaining background checks, maintaining records, and training volunteers for all activities as well as periodically updating and maintaining the policies, procedures, and covenant statements.
- Other duties and administrative tasks as assigned.

**Secondary/Potential Job Responsibilities:**

**Connections**

- Build and maintain connections with leaders and staff of the church by attending weekly staff meetings and monthly Christian Education Board meetings.
- Proactively identify and welcome children and youth (including parents) who are new or repeat visitors at Sunday worship. Follow-up with requests/needs identified by newcomers.
- Build and maintain connections with children, youth, parents, and volunteers by being present during church-wide activities.
Events/Youth Activities

- Coordinate quarterly special events: Rally Day (fall), Christmas activity/pageant (winter), Easter activities (spring), and CE Sunday (June).
- Plan and lead (with other volunteers) the Youth Group (ages 10+). Coordinate quarterly activities/trips/outreach projects and assist with Confirmation Programs, Graduation Recognitions, etc.

Worship

- Partner with the Pastor in the planning and implementation of monthly intergenerational worship including organizing the coordinating volunteers.
- Periodically facilitate the Children's Message during Sunday morning in worship (in conjunction with the Pastor) and/or be on call for substitute Sunday School teaching in case of teacher absence.