

Coordinator of Christian Education and Youth Ministries
Faith United Church of Christ
Windsor, CO

Job Description Summary

Through teaching, worship, word and example, the coordinator guides students PK- 12 in Christian faith and life. This position supports the spiritual formation of children and youth to ensure consistency, continuity, and relationships.

Duties and Responsibilities

- Coordinates the Sunday School program to be inclusive of all ages (preschool, elementary, middle school, high school, adult)
- Coordinates Youth Group (for middle school and high school age students)
- Coordinates Children's Church during worship service
- Coordinates, Promotes, Enlists Volunteers and Provides Leadership as needed for special events including but not limited to: Vacation Bible School, Christmas pageant, 3rd grade student Bible presentations, teacher dedication during worship service, volunteer recognition and appreciation during worship service, Hallelujah party, Palm Sunday activities, Easter egg hunt and activities, service projects, weeklong mission trips for middle and high school aged students, Faith Family field trips, LaForet Camps and retreats, FRYE (Front Range Youth Events)
- Ensures children and youth feel included, valued, and heard in our Faith family and have opportunities to be involved in worship and church activities
- Ensures safe church practices including but not limited to: volunteer background checks, driver license/insurance documentation for transportation of children, documented program registration processes, emergency contact information, parental permission, emergency response protocol education, providing partners for middle school and/or high school volunteers
- Regularly communicates with students, families, members, and church council through multiple and consistent methods
- Trains, regularly communicates, and collaborates with volunteers
- Analyzes member participation or changes in congregational emphasis to determine needs. Elicits input and feedback from all age levels to continuously meets needs and improve upon learning engagements, experiences, and events. (example ideas – afterschool "Faith Kids Club" (like Awana); "Youth Pizza Night", "Family Sports Games", etc.)
- Attends and actively participates as an adult leader in wider UCC conference events if our youth choose to attend.
- Coordinates and/or provides transportation when needed (carpooling, church van).
- Promotes the Christian education and youth ministry programs.
- Analyzes revenue and program cost data to determine budget priorities. Manages organizational or program finances.
- Leads the Religious Education Committee and other related committees or task forces
- Serves as a substitute for Sunday School teachers or the Children's Message during worship services in the pastor's absence
- Partners with other churches and organizations within the community to provide robust and engaging learning, service, and spiritual opportunities
- Locates and distributes resources, such as periodicals or curricula, to enhance the effectiveness of educational programs. Provides educational materials to community members.
- Engages in personal professional development activities such as workshops, seminars, conferences, online learning, and/or reading and research.

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Additional Information

Start Date: August 1, 2020

Supervisor: Pastor

Hours: part time - Sundays 9-12; shall have set and published office hours at minimum of 6 additional hours;
Weekdays/Saturdays/additional time on Sundays as determined by schedule of events and/or supervisor

Salary: to be determined based on experience and qualifications

Qualifications and Requirements

Education: bachelor's degree in religious education, religious studies, youth ministry, or equivalent or have substantial experience with Christian education and youth programs

Licensure/Certifications Requirements: Colorado Driver's License; CPR & First Aide certification; employment contingent upon cleared background check

Key Skills: active listening, public speaking, decision making, instructional, and leadership skills; creativity; enthusiasm; intermediate computer and technology skills; organizational, prioritization, planning and communication; developing and building teams, and establishing and maintaining interpersonal relationships

How to Apply

Applications will be accepted through April 30, 2020

Send Letter of Application and Resume to: FaihtUCC@mac.com