

JEFFERSON UNITED METHODIST CHURCH

POSITION DESCRIPTION

Position: Children, Youth, and Family Ministries Coordinator

Date Created: September 2026

Position Status: Salaried Part-Time (based on 20 hours/week)

Immediate Supervisor: Senior Pastor

Responsible To: SPRC

Supervises: Volunteer Teachers and Ministry Leaders

Position Summary

The Children, Youth, and Family Ministries Coordinator provides visionary leadership and hands-on coordination to nurture the faith development of children (birth–5th grade), youth (6th–12th grade), and their families. This person equips parents as the primary spiritual leaders in the home, builds engaging discipleship communities, and creates safe environments where young people encounter God’s grace.

Key Responsibilities

1. Program Leadership & Ministry Oversight (Birth–12th Grade)

- Plan, coordinate, and execute weekly ministries (e.g., Sunday School, nursery care, youth group gatherings, assist with confirmation classes).
- Organize seasonal and major events, such as Vacation Bible School (VBS), annual retreats, assist with mission trips, and community service projects.
- Select, review, and implement age-appropriate, biblically sound curricula that align with the theological vision of the church.
- Establishing and maintaining connections with associated ministries at the District and Conference levels, as well as collaborating with nearby United Methodist local churches, such as Andover UMC to share program opportunities.

2. Volunteer Recruitment and Equipping

- Actively recruit, train, schedule, and support a team of volunteer leaders and teachers for children and youth programs.
- Promote a positive, encouraging, and Christ-like team culture among volunteers.

3. Community Communication & Engagement

- Develop and maintain effective communication with community members and organizations regarding events, activities, programs, and opportunities.
- Encourage community participation by sharing timely, accurate, and accessible information through appropriate communication channels, such as social media, website, flyers, and other outreach methods.
- Represent Jefferson United Methodist Church in a positive and professional manner when communicating with the public.

4. Family Engagement & Support

- Partner with parents and guardians to encourage at-home discipleship opportunities.
- Maintain regular, transparent communication with families via emails, social media, or meetings regarding upcoming events and curriculum.
- Create, promote, and participate in family engagement events and activities.

5. Safety and Administration

- In coordination with the Safety Team, strictly enforce the church's "Safe Sanctuaries" and child-protection policies, including background checks for volunteers.
- Work with the Finance Team to maintain a balanced budget, and coordinate with appropriate committees on youth-oriented fundraisers when needed.
- Coordinate facility use and calendar dates with the Business Manager.
- Attend in person or provide a report for the weekly Ministry Team meetings (Tuesdays at 10 a.m.).

Qualifications & Skills

- **Faith & Character:** A vibrant, personal commitment to Jesus Christ and a lifestyle aligned with Christian values. An understanding of United Methodist Theology, or a willingness to learn.
- **Education:** A degree in Christian Education, Youth Ministry, Child Development, Theology, or a related field preferred (equivalent experience considered).
- **Experience:** Experience leading children's, youth, or family ministry in a church setting is preferred.
- **Skills:** Excellent communication, organization, administrative delegation, and interpersonal skills with both children/youth and adults.
- **Compliance:** Ability to pass a thorough criminal background check and adhere to child safety mandates.