

## **Coordinator of Children, Youth and Adult Education Ministries-Job Description**

**Job Title:** Coordinator of Children, Youth and Adult Education Ministries

**Reports to:** Senior Pastor

### **Job Purpose**

This part time position reports to and coordinates with the Senior Pastor and is responsible for working with staff and volunteers to achieve the objectives of programs for children, youth and adult ministry development of the church and associated groups. The coordinator is responsible for the advance planning, coordination and follow-up on all aspects of education ministry programs and events. This position is the principal conduit in which all internal ministry program and event planning communications are handled. This highly collaborative role requires a great deal of autonomy, good judgment and the ability to facilitate multiple projects through completion. The church depends on the coordinator's work to realize the ministerial work of the church and encompass the larger community in its ministries.

### **Job Information**

Classification: Church Staff; Part-time

Supervisor: Education Committee, Senior Pastor

### **Duties and Responsibilities**

#### **I Children and Youth Ministry**

- a. Work with staff and volunteers to provide meaningful programming for church, children and youth, including Confirmation
- b. Work with and develop the Vacation Bible School team/program and other family events
- c. Oversee and implement the education curriculum
- d. Other duties include but are not limited to publicity for programs and assisting with the administration of the Safe Gatherings policies pertaining to this ministry

#### **II Adult Ministry**

- a. Oversee the adult education curriculum

- b. Help create and foster faith-building groups

### **III Administrative Tasks**

- a. Develop an annual budget for ministry programs
- b. Recruit and train volunteer personnel
- c. Hold planning meeting with the education staff in early August to plan for the year
- d. Collaborate with ministry leaders to advise on the design of programs and event elements, including agendas, activities, entertainment, speakers, presenter and volunteer strategies
- e. Collaborate with other staff and volunteers to manage ministry programs and events, and ensure approved events are scheduled
- f. Attend Church Council Meetings when possible
- g. Hold regular office hours for times agreed upon with the Senior Pastor
- h. Perform other tasks relating to pastoral support as required
- i. Provide a leadership role in other areas as needed
- j. Work with the Director of Social Media as needed

### **IV Communication Responsibilities**

- a. Handles individual and general information, communications and follow-up request in an appropriate time frame, with specific emphasis on boundaries, confidentiality and discernment
- b. Collaborate with ministry leaders to understand the scope of programs and events, develop timelines for deliverables and tasks, and ensure planning is in line with the approved budget
- c. Work as a cooperative and collaborative team member of the Palatine First staff

### **Qualifications**

The coordinator should have the following skills, gifts and abilities:

- \*Have the education and/or related experience that indicates he/she can work with children in a church setting
- \*Excellent interpersonal verbal and written communication skills
- \*Proficiency in spreadsheets, word processing and database within Windows and other necessary software

\*Ability to learn Servant Keeper database system and the Orange Curriculum

\*Able to work onsite on Sunday mornings and occasional evening/weekend events

\*Ability to work with staff and team members ensuring good communication

\*Able to work 25-28 hours per week

### **Team Work and Accountability**

- a. Weekly and special meetings with the Pastor and staff members
- b. Report to the Pastor on an ongoing basis
- c. Work as a team to support all staff
- d. Build an annual long-range plan that reflects the mission of the church
- e. Meet annually with the Pastor, Staff Parish Relations Committee and Church Council to report and assess the prior year's achievements

**Approved by:** Staff Parish Relations Committee

**Previous Document:** 2018

**Updated & Reviewed:** 31 May 2023

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