



Post Title: Children and Youth Ministry Co-Ordinator  
Contract Type: 2 Year  
Full-time/part-time: Full Time including training  
Est Start date: 1<sup>st</sup> October 2021  
Salary: On application

## **JOB OUTLINE**

### **Job Title:**

Children's and Youth Ministry Co-Ordinator

### **Purpose and Scope of Job:**

Oversee children's ministry (0-11s) and make a significant input to youth ministry (12-18s) in terms of evangelism and discipleship.

### **Reports to:**

Senior Pastor / Elder with responsibility for youth

### **Duties and Responsibilities:**

1. Oversee a team who set a vision for children's ministry, communicate and implement it.
2. Be part of the youth ministry team which evangelises and disciples secondary school age children.
3. Ensure safeguarding policy is complied with (including ratios and the running of the Sunday work).
4. Provide (write / find) Bible teaching resources for the curriculum for 0-11's.
5. Recruit and train leaders for children's and youth ministry.
6. Hold Parenting seminars and recommend resources.
7. Arrange Evangelistic Christmas, Easter and Halloween events for children, their friends and families.
8. Attend youth ministry events, weekly during term, camps, teaching days etc.
9. Identify opportunities to reach out to local children and parents through an after school club, engagement with local schools etc as time permits.
10. Teach the Bible to, counsel and support teenagers in line with our safeguarding policy.
11. Pastoral care of peers (as time permits).
12. Encourage the church in prayer for our children and children's work
13. Participate in weekly church staff meetings

## **PERSON SPECIFICATION**

### **Personal Qualities:**

1. Devoted follower of Jesus, which shows in a servant heart and prayerfulness.
2. Able to relate well to children and teenagers and their parents.
3. Resilience and enthusiasm in the face of discouragement.
4. Clear and creative communicator, including digital media.
5. Loyal member of a local church.

### **Essential Skills/Knowledge:**

1. Able to build and manage teams of volunteers.

2. Bible handling and communication skills.
3. Understanding of children and teens, their development and their world.
4. Advanced programme planning / administration.

**Experience:**

1. Track record of fruitful ministry with children and teens.
2. Teaching the Bible to teens / children e.g. in youth work, Sunday school.

**Qualification(s):**

None required, though a teaching qualification / Bible course would be advantageous.