

## **Children, Youth, & Young Adult Ministry Coordinator Fulford United Methodist Church**

North Miami Beach, FL

**Denominations:** United Methodist

**Church Size:** 100-150

**Job Type:** Full-Time

**Reports to:** Lead Pastor; Staff Parish Relations Committee

The Children, Youth, & Young Adult Ministry Coordinator serves to connect Young Adults, children (ages 4-12) and youth (grades 6-12) and their families to the life and ministries of Fulford United Methodist Church for the expressed purpose of making disciples of Jesus Christ for the transformation of the world. This is a teaching and support position that facilitates spiritual and faith formation and interactive learning opportunities that help to develop children, youth and young adults. This position engages and collaborates with multiple ministries within the church and with leaders in the wider community.

### **Characteristics**

- A personal commitment to growing as a disciple of Jesus Christ, consistently demonstrating spiritual disciplines in a manner congruent with the mission, vision and beliefs of Fulford UMC and its ministries
- Proven ability to build meaningful relationships with children, youth and young adults
- Creativity in developing ministries that engage children, youth and young adults
- Excellent organizational and communication skills as well as strong social media knowledge
- Evidence of recruiting and empowering volunteers
- Training, understanding and/or experience as it relates to ministry with children and youth, and young adults
- Flexible schedule with primary availability on the weekends: Sunday mornings and Friday evenings
- Must pass a background

### **Major Responsibilities:**

- Work with Children, Youth, and Young Adults Committee to develop and implement vision, goals and activities that equip and empower children, youth, and young adults to develop faith and build spiritual confidence at Fulford UMC.
- Partner with parents, guardians, pastors, and other ministry leaders on annual Confirmation Classes, preparations for baptism, and membership
- Support and coordinate an ever-growing team of intergenerational children, youth and young adult leadership teams to do the work of ministry together.

- Foster a welcoming environment while encouraging children, youth, and young adults to connect with the life and ministries of Fulford United Methodist Church.
- Communicate and coordinate ministry events through various media platforms.
- Attending the staff meeting and church leadership meetings
- Develop and implement a church-wide safe sanctuaries and child, youth, and young adult's protective policy
- Ensuring nursery childcare is provided during regular worship services and for special worship services
- Coordinate and facilitate weekly programs that provide opportunities for teaching, fellowship, prayer, and spiritual gift formation.
  - Sunday Morning Children's and Youth Ministries (currently Sunday School, VBS, children's choir, Friday Night Youth, Young Adult Bible Study, and nursery)
- Identify mission projects that our children, youth, and young adults can support and coordinate involvement by the children and youth in those mission projects
- Plan and organize Vacation Bible School, Trunk or Treat, OASIS Youth Camp, Annual Confirmation Classes & Retreat, Annual Easter Egg Hunt, Youth Week, and other outreach special events
- Engage College young adults in surrounding colleges
- Create, publicize, and implement new community outreach activities to help invite new families with children and youth to our family of faith at Fulford UMC
- Coordinate proper volunteer staffing of all children, youth, young adult activities
- Select and/or develop curriculum for Sunday School, Youth, and Young Adult Bible Study
- Manage inventory of instructional materials and nursery supplies
- Develop and maintain the Children, Youth & Young Adult Ministries budget

#### **Core Competencies:**

The Children, Youth and Young Adults Coordinator position shall possess the following core competencies:

- **INITIATIVE:** Proven ability to work independently and interdependently (team player). Demonstrate self-motivation, follow through and task completion.
- **ORGANIZATIONAL SKILLS:** Proven ability to organize people and events to complete ministry objectives. Ability to demonstrate and articulate use of Prioritization Tools relative to planning, execution, and evaluation of program goals.
- **RELATIONSHIP BUILDING:** Verifiable strong interpersonal skills that include: compassion, sensitivity, conflict management, and recognition of non-verbal indicators. Understanding teen as well as parent/teen challenges.
- **BOUNDARIES:** Establish and maintain appropriate boundaries with children, youth, young adults and parents, (will require a thorough knowledge of Safe Sanctuaries policies and procedures after hire).

- **TRUST:** Develop and maintain trusting relationships as well as being trustworthy. Proven ability to maintain and handle confidences and confidential matters.

**Preferred Qualifications and Skills:**

- A Bachelor's Degree - the ideal candidate will possess a degree or certificate in Social Work, Youth Ministry, Theology, Pastoral Studies, or related field, and have at least two years of experience in a leadership capacity with children, youth, and young adult in a ministry setting.
- Proficient with personal computer and software, including Microsoft Office applications (Word, Excel)
- Outstanding organizational and leadership skills with a spirit of excellence
- Ability to communicate effectively in written and oral form
- Create an atmosphere of positive, appropriate discipline, and ability to delegate authority judiciously
- A dynamic and energetic individual with a positive attitude, high level of integrity, honesty and strong work ethic
- A willingness to learn and adhere to the policies, procedures, and theology of the UMC

**Reporting Relationships/Supervision:**

The Child, Youth & Young Adult Ministry Coordinator position reports to the Lead Pastor, and is amenable to an established Children, Youth, and Young Adult Ministry Committee within the Church, and to our Staff Parish Relations Committee per the Discipline of the United Methodist Church. Formal Performance reviews will take place yearly, supplemented with quarterly coaching to clarify, assess, and evaluate goals and develop future expectations.

- **Team Relationships** – This is a team position that interacts with Children & Young Adults Ministries, Adult Discipleship, Missions, Outreach, and other ministries. The duties of this position shall be carried out in a cooperative and helpful manner relative to other staff of the Church and relative to members, constituents and visitors of Rolling Plains.
- **Accountability** – Developing and maintaining a regular presence during core office hours is vital to our team ministry chemistry. This position consists of daytime, evening, and weekend work, flexibility in office hours will vary according to planned programs and activities.
- **Work Hours** – Church office hours are Monday through Friday 8:00 a.m. – 4:00 p.m. Some days/weeks may require flexible hours. Regular attendance in Sunday Worship, monthly all-staff meetings, Children, Youth, and Young Adult Ministries Committee meetings, and scheduled Camps Annual Retreats are required.
- **Work/Life Balance** – Expected practice of self-care through personal daily devotion and prayer, regular worship attendance, commitment to a Life Group, and scheduling regular days off.