



Minister of Children and Youth

Position: Minister of Children and Youth

Classifications: Full-time

Job Summary and Description

The Minister of Children and Youth is responsible for developing, coordinating, and implementing a comprehensive program of ministries for children and youth (birth – 12th grade) - including community-building, spiritual formation, service, and worship.

Responsibilities:

1. Planning
 - 1.1. Participate in the weekly and yearly ministerial planning meetings, to include planning for special services.
 - 1.2. Participate in the monthly planning meetings with the Children's Committee and Youth Committee.
 - 1.3. Continually assess the number of children and youth, how they fit into various age groups, and they align with resources and objectives
 - 1.4. Work with the Church Administrator to schedule all children's and youth activities on the church calendar
 - 1.5. Assists in the planning and work of assigned Committees as needed, setting vision and direction for their work. The minister assists with the following committees and ensures all tasks are performed at the proper time
 - 1.5.1. Children's Committee
 - 1.5.2. Youth Committee
2. Worship
 - 2.1. Plan and coordinate children's sermons
 - 2.2. Plan for the participation of the children and youth in worship services in ways that allow them to demonstrate and explore their gifts (eg: music, prayer, speaking, etc.)
 - 2.3. Lead in worship through prayers, readings, serving communion, etc., with the opportunity to preach once or twice a year if so desired

3. Ministerial Care

- 3.1. Work with Pastor and Associate Pastor to participate in crisis care and hospital visitation, particularly for children, youth, or their families
- 3.2. Connect with newcomers who have children or youth to encourage participation in relevant ministries and programs
- 3.3. Connect with and support children, youth, and their families beyond church activities (meeting for coffee or ice cream, attending performances and sporting events whenever possible, etc.)

4. Budget

- 4.1. Communicate to the Children's Committee and Youth Committee goals and program plans for the following year, with relevant budget information. With input from the Children's Committee and Youth Committee, explore the budget required to support upcoming goals and objectives, in addition to creative ways to most effectively use the available financial resources for the coming year
- 4.2. Make final budget requirement decisions for children's and youth ministries and programs for the upcoming year
- 4.3. Submit financial requirements into the budget process as defined
- 4.4. Manage any relevant budget line items
- 4.5. Work with the Finance Committee to develop and support any fundraising strategies and revenue generation.

5. Develop and maintain a comprehensive program to support AHBC's ministries for children and youth (birth-12th grade) with input from the Children's Committee and Youth Committee

5.1. Sunday School

- 5.1.1. Select and direct use of the curriculum to be used
- 5.1.2. Recruit Sunday School Teachers, substitute teachers, volunteers, and workers
- 5.1.3. Coordinate and verify availability of teachers and workers required to support Sunday School each week
- 5.1.4. Support volunteers and teachers as needed

5.2. Plan, coordinate and implement all *other* children's and youth activities and events with input and support from the Children's Committee and Youth Committee. Examples include, but are not limited to: God's Diner, Vacation Bible School, Camp Prism, Passport Camp, weekly youth gatherings, etc.

- 5.2.1. Plan and gather resources required to support each activity.
- 5.2.2. Recruit and ensure availability of volunteers and workers needed to support each event
- 5.2.3. Support volunteers and teachers as needed

5.3. Nursery/Childcare

- 5.3.1. Coordinate Sunday School and worship care for pre-school children, coordinating with pre-school teacher(s)/worker(s)
- 5.3.2. Select and direct use of any curriculum and/or teaching resources to be used
- 5.3.3. Recruit pre-school teachers, substitute pre-school teachers, volunteers, and workers
- 5.3.4. Ensure the availability of required pre-school teachers and workers to support Sunday activities and all other church events requiring childcare
- 5.3.5. Support volunteers and teachers as needed

6. Child Protection Policy Oversight

- 6.1. Work with the Children's Committee, Youth Committee, and Policies Committee on an annual basis to ensure currency and compliance of the Child Protection Policy to the best of our ability.
- 6.2. Be familiar with the Child Protection Policy and ensure that all children's and youth teachers, leaders, volunteers, and workers know and understand the policy and their compliance responsibilities
- 6.3. Ensure that operational procedures for all children's and youth activities and events comply with the Child Protection Policy to the best of our ability
- 6.4. Work with the Church Administrator to perform background checks for new teachers and volunteers and to keep all background checks current and confidential
- 6.5. Work with the Church Administrator to provide training (in person or online) for workers, teachers, and volunteers

7. Personnel Feedback

- 7.1. Serve as primary supervisor for paid nursery worker(s) and preschool teacher(s), and provide performance evaluation and feedback to the Pastor.

Other responsibilities/requirements

- Represent AHBC in the community with integrity, sensitivity, and dignity
- Maintain healthy patterns and practices for physical, mental, emotional, social, and spiritual well-being
- Abide by all personnel, financial, child protection, and other policies
- Experience working with children and/or youth
- Experience working in a church
- Pass a criminal background check

This job description is not exhaustive and will require other duties, as needed and assigned.