

Children and Youth Ministry Coordinator
Westminster Church of Detroit
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313-341-2697

The person holding this position will model and teach the saving grace and love of Jesus Christ. They will collaborate with other adults in leading youth and children's ministry. They will be actively involved in fellowship and in teaching youth Sunday School. This person will also recruit and invite youth into the fellowship from the community at large. Employment is for 15 hours per week. There will be an annual evaluation with the Head of Staff.

This job runs from September 1 through June 15. Summer activities as negotiated.

Relationships

Work under the direction and guidance of the Head of Staff, with regular reporting to session. Work with the related session committees.

Duties & Responsibilities

Youth Group

- Plan and develop programming for middle school and high school age youth, which features a balance of mission, learning, community building and fun.
- Provide pastoral care to middle school and high school students;
- Plan and supervise Youth Sunday worship service
- Lead, coordinate and plan with the adult leaders of the youth fellowship;
- Organize and lead mission trips and retreats;
- Recruit and organize parents of the students to assist in the youth ministry;
- Organize promotion of programs including calling, text and email
- Assist with annual Vacation Bible School.
- Attend services/events at Westminster on Sundays.

Middle and High School Sunday School

- Plan Sunday School in collaboration with the head of staff
- Teach on some Sundays, and recruit teachers for other weeks

Nursery and Children's Sunday School

- Greets parents/family members of young children prior to and following worship and church events.
- Maintains log of contact information for children and their parents/family members.
- Communicates with Church School staff and Pastor/Head of staff to provide for specific needs of young students.
- Communicates with Nursery staff regarding specific needs of young children.
- Sends age appropriate correspondence to children regarding Sunday school program and sends follow up correspondence to welcome new families, when children are absent, and to announce age appropriate events, or uses phone contact to accomplish the above.
- Makes face-face and virtual contact with the parents/families of young children to obtain their feedback on how Sunday school is meeting their expectations and needs; obtains suggestions on new materials/events.
- Attends and invites parents/families to attend Parents in Prayer group.
- Schedules volunteers for pray ground

Requirements

Training and experience in Christian youth ministry; computer and social media skills.