

Transcona Memorial United Church
Sunday School & Youth Program Coordinator
Work Description

The Sunday School & Youth Program Coordinator is an integral member of the Transcona Memorial United Church's ministry. Reporting to the Ministry and Personnel Team, the coordinator works closely with the Learning Team, Messy Church Team, minister and members of the congregation and community to provide programming for children and youth as well as special family events. The intent of this position is to build a youth community within TMUC while teaching children and youth about God as presented by the United Church of Canada.

Qualifications:

- Enthusiastic about working with children, youth, their families and our church community
- A self-starter with demonstrated experience in designing and delivering programs and activities for youth and children
- Willingness to be flexible and emote contagious enthusiasm for finding creative, relevant and faithful ways to inspire our young people to learn and live their faith
- A vibrant, passionate knowledge of and commitment to the Christian faith. Familiarity with, and experience in the United Church of Canada, is an asset
- Demonstrated ability to work collaboratively with others
- A good team player, with strong organizational, time management and leadership skills
- Ability to work independently, without supervision

General duties and responsibilities:

General

- Meet regularly with the incumbent minister to discuss weekly worship themes, integration of children and youth in worship, and Christian Education programs (*i.e., Sunday School, Messy Church, Vacation Bible School, etc.*)

Learning Team

- Attend all Team meetings (monthly)
- Participate in all Team activities and programs that are focused on children and youth (*e.g., Sunday School, Vacation Bible school, etc.*)

Sunday School (weekly*)

- Prepare and lead or co-lead a program that will include a story, conversation, crafts, activities and/or games for multi-aged participants
- Recruit, train and support lay leaders

**Sunday school will not run when there is an intergenerational service. Children will be present in the worship service on these Sundays.*

Messy Church (monthly)

- Attend all Messy Church Team meetings, and assist in planning Messy Church events
- Attend all Messy Church events, and participate in leadership (*Note: leadership at Messy Church events will be negotiated with the Messy Church Team*)

Vacation Bible School (annually)

- Prepare and lead or co-lead a program for Vacation Bible School (*The duration of the program (i.e., hours per day, days per week, weeks per month) to be determined on an annual basis*)
- Recruit co-leaders and support people to assist in all aspects of the program

Youth and Family Events (occasional)

- Prepare and lead or co-lead occasional events for youth and families
- Recruit co-leaders and support people to assist in all aspects of these programs

Networking

- Connect (once or twice a year) with T'BIJGGN cluster to determine what children, youth and family programs might be possible to collaborate on

Terms of Employment

- Part-time contract position with on average up to 10 hours / week
- \$20 / hour
- Current Police Record Check and Vulnerable Sector Check is required
- Start date to be negotiated with successful applicant

Schedule:

Regular church season (Sept-June) – 10 hours a week (approx. 43 weeks)

Vacation Bible School (July) – 10 hours a week (approx. 2 weeks)