

## **EMPLOYEE POSITION DESCRIPTION**

First Congregational Church of Bellingham  
United Church of Christ

### **Church School/Youth Coordinator**

Join the team of a progressive, LGBTQ+ affirming congregation committed to following Jesus' example of building peace through justice. This position is 10-12 hours per week average, Sunday mornings and then flexible schedule, vacation, and sick leave benefits. (visit [www.fccb.net](http://www.fccb.net) to learn more about us)

Salary: \$20 per hour

**To Apply:** *Send résumé and cover letter addressing the preferred and required qualifications to [fccbsearch2021@gmail.com](mailto:fccbsearch2021@gmail.com)*

### **PURPOSE:**

This part-time ministry position provides consistent leadership, nurture, and guidance for the Sunday Church School (3-year-olds through 5<sup>th</sup> graders) and walks with the Middle and High School Youth of the church on their faith journey, engaging them in fellowship and faith exploration around the teachings of Jesus Christ, helping them further their relationship with God.

### **ACCOUNTABILITY:**

The Church School/Youth Coordinator reports to the Head of Staff and is accountable to the Church Council through the Personnel Committee. This position works closely with families of children/youth, Faith Formation volunteers, and the Pastor (Head of Staff.)

As Head of Staff the Pastor will coordinate regular performance reviews inviting participation of staff and church members who work closely with the Church School/Youth Coordinator.

### **RESPONSIBILITIES:**

#### **CHURCH SCHOOL COORDINATOR**

- Assumes role of "Primary Greeter" of families with young children before/after worship.
- Implements and coordinates lesson planning for diverse ages, abilities, learning styles and interests (i.e., art piece, role play, acting out stories, dance, crafts, games, etc.)
- Maintains an updated child/family contact list, database and disclosure forms.
- Attends monthly Faith Formation Board meetings to learn about family events and special programs; attends events and programs, as possible.

#### **YOUTH COORDINATOR**

- Plans, publicizes, coordinates, participates in and is responsible for leadership in regular Middle and High School Youth gatherings, including activities such as faith exploration, prayer, fellowship opportunities and service projects.
- Nurtures and promotes leadership development among the youth of the church.
- Encourages inclusiveness, questioning, and exploration of faith.

#### **GENERAL**

- Facilitates ongoing communication and encourages participation with/by parents of children and youth; invites/recruits/promotes volunteers from the congregation to support Church School/Youth programs and activities.
- Ensures volunteer Background Checks are completed, per FCCB policy.
- Provides input and/or content for email newsletter focusing on church school/youth activities and programs.
- Coordinates with staff to order materials/supplies as necessary.
- Meets with Pastor on a regular basis and other staff as needed.

### **QUALIFICATIONS:**

- Commitment to the Christian Faith; theological compatibility with the United Church of Christ and progressive Christianity.

---

## **EMPLOYEE POSITION DESCRIPTION**

First Congregational Church of Bellingham  
United Church of Christ

- College graduate (education, counseling, social services, coaching) or equivalent with 2 years of experience working with children and youth.
- Current CPR and First Aid Certification (or willing to attain in first 6 months).
- Demonstrated enthusiasm and dedication towards faith formation ministries and youth service and leadership development.
- Demonstrated effective communication skills, including active listening, empathy, feedback and clarification techniques.
- Demonstrated ability around organization, self-direction, collaboration and innovation skills.
- Welcoming manner towards all individuals without regard to race, gender, sexual orientation, gender identity, country of origin, religion and /or socioeconomic status.

### **TERMS OF EMPLOYMENT:**

- The Employee Policy Handbook contains detailed information on terms of employment.
- A Letter of Agreement for the position will specify the work hours and the compensation for the position.
- Hire is contingent on a background check (see Employee Handbook for details).