

## Ministry Position Descriptions

Eagle Ridge United Church is seeking a person to fill a half time Congregation Designated Ministry positions as Minister for Children and Youth.

### CHILDREN AND YOUTH POSITION

**Closing Date:** August 13, 2018

**Start Date:** September 2018

**Position Title:** Minister of Children and Youth

**Position Profile:**  Full-time  Part-time If Part-time, hours/week 20  
 Solo  Team ministry (# of other Ministry Personnel): 2

### ACCOUNTABILITY & WORKING RELATIONSHIPS

This position reports to the Lead Minister, and is further accountable to the governing bodies of Eagle Ridge United Church through the Children and Youth Faith Formation Ministry. Ultimate accountability is to the Purpose, Values, Vision and Philosophy of Ministry of Eagle Ridge United Church. Every staff person is also be required to sign and adhere to the Behavioural Covenant of Eagle Ridge United Church.

### PREAMBLE

Through an extremely generous gift from Ellesmere United Church, a grant from the Westminster Presbytery and BC Conference ProVision Fund, and the Rev. Kathleen Edmunds Memorial Fund for Children and Youth Ministry, Eagle Ridge United Church is in a position to hire a person half-time for Children and Youth Ministry. With close to one hundred children and youth, this ministry is our number one priority in our work to live out our vision of being a discipleship church.

### POSITION SUMMARY: CHILDREN AND YOUTH

The individual will spend 20 hours per week doing ministry with children and youth. They will work with the congregation to nurture the spiritual and faith development of our young people in order to help them become active and passionate disciples of Jesus Christ. We already have a vibrant and growing program with over 100 children and youth in our church. However, as this work is driven by volunteers who are primarily busy working moms and dads, it has limitations. This minister would be responsible for collaborating with committed congregants to enhance our ministry with children and youth in ways only a staff person can.

As with all ministries within Eagle Ridge, this ministry will embody the Purpose, Values, Vision, and Philosophy of Ministry of our church.

We anticipate that the workload will be broken down according to the following table. However, the Session will evaluate the direction and demands on this staff person early and often, so as to provide guidance to how this ministry might evolve.

Hours	Tasks
3	Administration
5	Event planning and execution (retreats, presbytery events, sleepovers, dances...)
6	Youth ministry (direct involvement and "volunteer" support)
6	Children's ministry (direct involvement and "volunteer" support)

## **MINISTRY PRINCIPLES & EXPECTATIONS: CHILDREN AND YOUTH**

1. Engage children and youth on an individual and group basis as appropriate and in a transparent manner in order to:
  - a. Facilitate faith and spiritual formation.
  - b. Develop healthy relationships and community within the congregation and with our neighbours.
  - c. Encourage engagement in ministry.
2. Provide opportunities for children and youth to explore and deepen their discipleship through the six U.N.I.T.E.D. spiritual practices of discipleship.
  - Uplifted by God's love
  - Nurtured through worship
  - Inspired through scripture
  - Transformed through prayer
  - Empowered through spiritual relationships
  - Developed through service
3. Set an example by personally practicing the six U.N.I.T.E.D. spiritual practices. This requires an unequivocal commitment to being a disciple of Jesus Christ.
4. Empower leadership of individuals in the congregation by:
  - a. Inviting members and adherents into ministry with children and youth.
  - b. Offering or arranging training for those in ministry with children and youth.
  - c. Where advisable, creating leadership opportunities for children and youth.
5. Ensure the safety of all participants in the children and youth programs by strictly adhering to the United Church's *Duty of Care* program, including screening of volunteers and the maintenance of a record of satisfactory police record and vulnerable sector checks for those in ministry with children and youth.
6. Every pastor is responsible for maintaining a healthy spiritual, emotional, and physical life. To that end, the congregation of Eagle Ridge United recognizes that paid accountable ministry is demanding and sometimes depleting. Therefore, the Official Board maintains a high quality Ministry and Personnel Committee, as well as a congregational leadership who together ensure that all of the staff remain healthy and vital.

## **DUTIES AND RESPONSIBILITIES: CHILDREN AND YOUTH**

Gift oriented ministry is at the core of everything we do. This job description is intended to describe only the principal duties and responsibilities of this position. It is not meant to be either an inclusive or exclusive list of all work, tasks and functions of this particular ministry. The successful candidate, bringing their own gifts and skills to the work, and responding to the call of the Spirit, will work with Session to shape this ministry. We also recognize that with every new staff person, there will be a significant period of time of capacity building and experimentation. Therefore, this is a visionary position description; that is, one that will be worked into and evolve over time, rather than one we expect to see fully implemented immediately.

We envision the Minister for Children and Youth having primary responsibility to perform or ensure the following:

### **CHILDREN (AGES 0 THROUGH GRADE 5):**

1. Provide leadership, support, expertise and coordination to the Children and Youth Faith Formation Ministry in order to create and maintain excellent quality ministry with children.
2. Provide planning leadership for the Toddlers and Twos program.
3. Provide leadership in planning, and coordinating support for weekly Sunday School, and for occasional mid-week programming for children aged 3 or 4 through Grade 5 (e.g., Messy Church).
4. In consultation with the Sunday School teachers, Lead Minister, and the Children and Youth Ministry Team, select and implement a Sunday School curriculum.
5. Engage children and youth in meaningful worship experiences:
  - a. Provides the “Learning Together” time during worship, in coordination with the Lead Minister.
  - b. Plans child-appropriate worship events in coordination with the Children and Youth Ministry Team, such as periodic intergenerational worship and the 4:00 PM Children’s Christmas Eve service.
6. Ensure there is a Vacation Bible School for one or two weeks each Summer. Camp Spirit may fulfill this requirement.

### **YOUTH (GRADES 6 TO 12)**

1. Provide leadership, support, expertise and coordination to the Children and Youth Ministry Team in order to create and maintain excellent quality ministry with youth.
2. Work with youth to develop and present at least one youth-led worship service annually.
3. Provide leadership in planning and coordinating support for weekly youth time during worship, plus at least one monthly group event following the interests of the participants. Coordination with other congregations is encouraged.
4. Implement and assist with a baptism/confirmation program for Grades 10 and older.
5. Maintain regular communications:
  - a. With the congregation at large, including submitting information for the website and providing details about upcoming events for children and youth through other channels as appropriate.
  - b. With children and youth using appropriate communication media (email, text, social media, telephone, etc.) in a transparent manner.

### **OTHER RESPONSIBILITIES**

1. The role will involve some accompanying of children and youth to Presbytery and Conference events.
2. In coordination with the Lead Minister, offers age-appropriate pastoral care to children and youth in the Eagle Ridge congregation as the need arises.

3. Assist in planning congregational events with an eye for activities that are appropriate and engaging for children and youth.

### **GIFTS AND SKILLS: CHILDREN AND YOUTH**

1. Passion/Vocation for Children and Youth Ministry.
2. Thrives in a team environment.
3. Leads effective planning processes.
4. Communicates clearly, including appropriate computer skills and social media use.
5. Has an understanding of, and is comfortable with, the theology, ethos and polity of The United Church of Canada.
6. Is creative, flexible and adaptable with a sense of humour!

### **Terms of Employment:**

- The United Church Manual, The United Church Employment Guidelines, the original Call/Appointment Form, and any relevant Provincial Legislation shall be used as terms of employment for this position.
- Increments of salary and benefits, consistent with national United Church schedules, are to be determined by the Session, in consultation with the Lead Minister and the M&P Committee.