

Position Description—Coordinator of Children, Youth, & Family Ministries Grace Church in the Mountains

I. Purpose of Position

- Assist Grace Church in our efforts to “welcome all families and individuals,” “grow spiritually,” and “enhance our outreach” with a special focus on providing meaningful and age-appropriate fellowship and formation opportunities for children, youth and families.

II. Qualities Sought:

- Administrative excellence
- Communication skills both in person and digitally
- Relational skills and wisdom about group dynamics
- Passion about the importance of children and youth ministry
- Curiosity about and concern for the individual child and family
- Effective volunteer recruitment, training and support

III. Description of Duties and Responsibilities:

1. Program Leadership

- Choose curriculum, recruit and support volunteers who lead weekly “Children’s Chapel” at 10:30 am service - *this ministry has already started but needs supervision*
- Develop and implement formation program for “Tween” cohorts of boys and girls based on feedback from parents and tweens for Fall of 2026
- Assist in developing and implementing “coming of age” and “rites of passage” programming (e.g., Confirmation, Rite 13, age-appropriate formation about the sacraments, blessing of the backpacks, high school graduation)
- Support GraceFirst youth group collaboration on Sunday nights with First United Methodist Church
- Work with existing outreach and parish life leadership to program at at least 8 explicitly family-friendly programs throughout the year (e.g., parents night out, game night, tubing, scavenger hunts, education series or speaker on parenting faithfully)
- Cultivate mentoring and friendship between families at Grace and across generations

2. Support Intergenerational Worship

- Work with lay leaders and staff to ensure children and youth participate fully in our worship life by scheduling acolytes, recruiting youth lectors, inviting parent-child teams to usher, and other creative ideas.
- Work with Director of Music to integrate children’s music into worship either through an occasional children’s choir or other programming

3. Communication with Children, Youth and Families

- Send out regular “eNews” communication
- Welcome new families with intentionality
- Text parents to stay connected, recruit volunteers, “check-in”
- Assist staff in integrating “family-relevant” content in Grace’s Social Media and general e-News by taking pictures, sending ideas, etc.

IV. Time Expectations, Compensation and Benefits

The Coordinator for Children, Youth & Family Ministries reports directly to the Rector and will work closely with all other staff. He/she will work a schedule that is approved by the Rector, with flexibility about work location during the week.

This is a non-exempt hourly position, with pay starting at \$25 / hour. This role is interim and part-time, about 12 hours / week. Presence on Sunday Mornings from 9 - Noon is required, as well as some Sunday evenings, other evenings and some Saturdays. The role may grow into a permanent position with expanded responsibilities, hours, compensation and benefits.

Any person employed by Grace must meet all requirements of the National and Diocesan Canons and all requirements of the Diocese of Western North Carolina. The Rector will provide feedback to the Parish Administrator and Parish Engagement Facilitator on an ongoing basis as to the performance of these duties.