

Pilgrim United Church of Christ

1621 Second Avenue
Grafton, Wisconsin 53024



Pilgrim Youth Ministry Team Early Education/Middle School Education Coordinator Job Description

Principal Function: The Pilgrim Youth Ministry team are valuable members of the church staff. These positions are responsible in providing educational opportunities for our middle and high school youth programs and education. These positions must collaborate with each other along with the church pastor, church staff and adult volunteers to create comprehensive faith-based education which facilitate student's spiritual growth and maturity. The Youth Ministry Team is also charged with planning, fundraising, and attending the annual mission trip. The Youth Ministry Team will work to provide opportunities that foster a sense of community, challenge their faith, and encourage personal growth and deepen their relationship to God.

Position Type:

- Part time; 12 hours per week, not to exceed 624 hours per calendar year.
- Payroll; Monthly
- Flexible Schedule with hours that will include evenings and weekends. The position runs congruently throughout the year. Most Wednesday evenings and Sunday mornings September through May will be primary working hours.
- Annual Review

Essential Duties and Responsibilities:

- Work in conjunction with the Children's Ministry Team to assist with the planning and implementation of high-quality Children's ministry programming.
- Convene Children's Ministry Team meetings.
- Create and submit articles and announcements for the newsletters, bulletins and congregational emails.
- Work in conjunction with the church pastor and middle and high school educational coordinator offer support to confirmation twice monthly, or on as needed basis.
- Work in conjunction with the middle/ high educational coordinator assist with the Fall Confirmation retreat as needed.
- Plan annual mission trip, along with coordinating fundraisers. Please note that this is a shared responsibility among the Youth Ministry Team. The Team members may decide to reallocate this responsibility due to family and personal

needs. It is expected that the Lead Coordinator will be offered the support of the other member of the team.

- Plan and attend the Annual Mission Trip. The Annual Mission Trip is the responsibility of the youth ministry team. The entire team is expected to help plan and fundraise. Note: only one member of the youth ministry team is expected to attend the trip.
- Perform other duties as necessary.

Required Knowledge Skills and Abilities:

- Ability to communicate effectively with youth and adults
- Ability to work collaboratively
- A strong sense of organizational skills
- Maintain confidentiality
- Willingness to appreciate flexibility
- Supervisory duties for the Youth Ministry team will be the responsibility of the pastor. The Staff Relations Committee will also provide needed support or guidance.
- Support the theological understandings of Pilgrim and its commitment to inclusion and welcome.
- Every Church Staff Member is an at-will employee of the congregation, and is ultimately responsible to the Church Council and Pastor. Church Staff members maintain a shared promise of confidentiality, conflict resolution, and cooperation. The Church Staff Member also understands the need to attract and retain church volunteers, (which may include but not be limited to, congregational members / friends /visitors) as he or she works to maintain and extend the mission of Pilgrim United Church of Christ. The Staff Relations Committee will provide any needed support and/or guidance to all Church Staff Members, as requested by the individual employee, the Pastor and/or the Church Council.
- Support the theological understandings of Pilgrim United Church of Christ (UCC), which promotes intentional hospitality, social diversity, freedom of thinking, and a spirit of grace rather than judgment. Our congregation is Open and Affirming of LGBTQ persons, and is committed to promoting Accessibility and Safe Sanctuary to all who participate in our congregational life.

Education and Experience:

- A high school diploma or equivalent is required and two or more years of college is preferred
- Ability to follow directions and communicate with all staff and the congregation

Work Environment:

- Flexible during special events
- Attend monthly staff meetings