

**First Presbyterian Church, Rochester MN
Youth & Christian Education Coordinator**

Purpose: Provide leadership and resources for the church's youth ministry; help resource the education and family ministry in accordance with *Presbyterian Church USA* theology.

Responsibilities:

Provide leadership and direction for the Youth Ministry, Sunday School and family ministry activities of First Presbyterian Church. Identify and work with adult volunteers to support these ministries, maintaining documentation of volunteer strengths, interests, availability and contact information. Assist with verification and documentation of up-to-date background checks and completion of the church's *Child Abuse Prevention* (on-line) training for all volunteers working with children/youth.

A. Youth Ministry

1. In collaboration with others, develop a youth fellowship that inspires a sense of belonging for a diverse student community.
2. Lead and resource regular weekly and special programming that actively reaches out and engages youth, grades 6-12.
3. Provide regular communication with parents, youth and congregation regarding youth events.
4. Maintain a database of youth members and parents, including, e-mail address, and current grade.

B. Sunday School/Christian Education

1. Sunday mornings: Check in with Sunday School teachers; secure substitutes as needed. Arrange for attendance statistics for weekly Sunday School classes and special programs.
2. Help recruit, train and support Sunday School volunteers in collaboration with the Pastor and Christian Education Committee.
3. Plan and organize annual Vacation Bible School in collaboration with Christian Education Committee.

C. Additional Expectations

1. Update the Pastor weekly; encouraged to attend weekly staff and monthly Christian Education (CE) committee meetings as schedule permits.
2. Pursue professional development and continuing education events.
3. Coordinate and update church website and social media marketing/communication applications, such as Facebook.
4. Coordinate special events for young people and families.

Relationships and Accountability:

1. Report directly to the Pastor
2. Report to the Christian Education Committee regarding plans and needed support.

Evaluation:

1. The Pastor, a member of Personnel & Administration Committee, and a member of C.E. Committee will conduct an annual performance review
2. The Personnel Committee, in consultation with the Christian Education Committee and the Pastor shall annually review the job description and adequacy of compensation.

Revised 9/5/23