

# Emmanuel United Church

## Leader of Children, Youth and Young Adult Ministry

### Position Description and Terms and Conditions of Employment

The Leader of Children, Youth and Young Adult Ministry is a member of Emmanuel's ministry team, working in partnership with the Minister of Worship and Pastoral Care (full-time), the Office Administrator (30 hrs/week), the Pastoral Care Provider (15 hrs/week), the Leader of Music Ministry (10 hrs/week) and our Anthem Accompanist (4 hrs/week). The Leader of Children, Youth and Young Adult Ministry works 20 hrs/week.

The primary goal of the Leader of Children, Youth and Young Adult Ministry is to provide dynamic leadership for ministry to children and families, to teens and to young adults. The Leader of Children, Youth and Young Adult Ministry works closely with the Christian Development (CD) Team and other members of the congregation who provide additional hands and feet in this ministry. A critical part of this position is to foster both same age relationships and intergenerational relationships.

#### **Roles and Responsibilities:**

##### **1. Ministry to Children and Families with Young Children (30%)**

- a. Provide links and ideas for resources for Sunday school or similar other-than-Sunday programs led by volunteers.
- b. Provide ideas and support for intergenerational programs such as Messy Church.
- c. Provide ideas and support for other ways of providing ministry to children.
- d. Provide the children's time during Sunday worship at least once a month.
- e. Work with leadership at Emmanuel to ensure children are actively engaged in church life including worship and outreach.
- f. Provide leadership in any of the above as needed.

##### **2. Teen Ministry (30%)**

- a. Provide ideas and support for a program for teens which engages their interest in learning about their faith. This could take place on a Sunday morning or at another time.
- b. Encourage and support youth involvement in social justice initiatives.
- c. Involve teens in the planning of activities.
- d. Support collaborating with other local churches for some youth activities.
- e. Work with leadership at Emmanuel to ensure that teens' opinions are sought and respected; that they are engaged; and are provided with leadership opportunities that interest them in various areas of church life including worship and outreach.
- f. Work with the Minister of Worship to support a program of faith exploration that could lead to confirmation for those interested.
- g. Help nurture teen relationships and support their needs.
- h. Provide leadership in any of the above as needed.

**3. Young Adult Ministry (15%)**

- a. Support young adults to maintain and build relationships with each other and other members of the congregation through regularly held activities.
- b. Work with young adults, the CD Team and others to provide service opportunities for young adults, either locally or elsewhere.
- c. Provide opportunities for young adults to explore and share their faith.

**4. Wider Church (5%)**

- a. Maintain connections with EOORC YAYA (Regional Youth and Young Adult) Ministry team.

**5. Administration (20%)**

- a. Time for job related emails, phone calls and other communication.
- b. Attend regular meetings with CD team; occasional Council meetings; occasional Emmanuel Staff meetings.

**Skills and Attributes:**

- a. Able to easily connect with and form genuine relationships with children, teens and young adults.
- b. Approachable by people of all ages.
- c. Possesses a personal faith that matches a progressive and inclusive United Church of Canada theology.
- d. Ability to connect faith concepts with everyday life experiences of children and teens.
- e. Possesses a strong interest in social justice issues and activism. Has the ability to encourage young people to find and act on their faith and social justice interests.
- f. Strives to be inclusive to all.
- g. Excellent listening, oral and written communication skills. Adaptive technology can be used to enhance these skills.
- h. Excellent organizational and time management skills.
- i. Good working knowledge of office software.
- j. Comfortable using social media and technology.
- k. Willingness to work outside normal business hours.

**Experience:**

- a. Professional training and previous experience working with children, teens and young adults. This could be in ministry, teaching, social work or other relevant experiences.
- b. Experience working in a team environment is an asset.
- c. Knowledge or experience in a United Church community is an asset.

## **Terms and Conditions**

This is a 20 hr/week position. Compensation, vacation, and allowances are as follows:

1. Hours are up to 20 hours/week at the rate of \$25 to \$28 per hour in 2022. Salary will be paid monthly on the last day of the month. A cost-of-living increase, as specified by the United Church of Canada, will be implemented at the beginning of each calendar year.
2. Some evening and weekend work is required.
3. A valid police record check (vulnerable sector) is required.
4. Emmanuel will contribute the required amounts for the employer portion of Employment Insurance, Canada Pension Plan, WSIB, and the United Church of Canada's Pension and Benefits Plan in addition to the hourly salary.
5. Three weeks of paid vacation and 5 days of paid sick leave in each twelve-month period is provided. If the full amount of vacation is not taken, 4% of salary is paid for vacation time not taken. Sick leave is not cumulative.
6. A vehicle is not required; however, if a personal vehicle is used, mileage for work-related travel will be paid at Emmanuel's staff mileage rate of \$0.53/km up to an annual maximum of \$2000. A mileage log is required. A claim for repayment can be submitted monthly, bi-monthly or quarterly and the payment will be made by cheque.
7. An allowance of \$750 per year for approved continuing education is also provided (receipts required). This allowance is not cumulative.
8. Technical equipment and support include:
  - a. internet in private offices and wireless internet throughout the church building.
  - b. experienced volunteer computer support.
  - c. built in projection system in the upstairs church hall, portable projector in the sanctuary.
  - d. sanctuary sound board operator during services.
  - e. photocopier and printer.
  - f. church website with webmaster and assistant webmaster.
9. The contract period is initially a one-year contract which may be renewed.
10. If either the Leader of Children, Youth and Young Adult Ministry or Emmanuel United Church chooses to end the contract arrangement, one-month notice is required.
11. The Leader of Children, Youth and Young Adult Ministry is accountable to and is supported by the Ministry and Personnel Committee.
12. The Ministry and Personnel Committee works to ensure that the necessary staff supports.

*June 22, 2022*