

**Part Time -Youth and Children’s Ministry Coordinator**

FBUMC seeks an innovative, self-starter to serve as Youth and Children’s Ministry Coordinator.

The Youth and Children’s Ministry Coordinator will help young people and their families grow as disciples of Jesus Christ; and, will plan, implement, lead, support, and advocate for all programs related to Youth and Children at FBUMC.

This position reports directly to the FBUMC Staff/Pastor Parish Relations Committee.

**Essential Roles And Responsibilities:**

* Model an authentic and growing faith in Jesus Christ Support and enable children and youth to grow in faith and understanding of what it means to be a disciple of Jesus Christ;
* Work with the Senior Pastor and ministry leaders to develop and implement vibrant and innovative youth and children's ministry framework;
* Collaborate with and maintain open lines of communication with the current Children/Youth Ministry Volunteers, Christian Education Committee, Worship Committee, Children/Youth Choir Director, and other church ministries as necessary to ensure that the Youth and Children’s Ministry is fully integrated into the life of the church;
* Be proactive in seeking opportunities to engage and enhance a core group of Youth and Children’s Ministry volunteers; and,
* Be proactive in seeking opportunities to enhance the visibility of FBUMC Youth and Children’s ministry activities within the surrounding community and the city.

**Essential Duties And Functions**

* Serve as Central Point of Contact for the FBUMC Children/Youth Ministries;
* Plan, implement, and lead the Children/Youth Ministry, including periodic programming, major youth events, and other opportunities for discipleship and Christian service;
* Coordinate annual calendars for ministries with youth and children;
* Lead monthly meetings/activities for Children/Youth with strong religious focus;
* Support SC Conference and Columbia District UMC Youth initiatives;
* Develop and implement initiatives to grow and enhance the FBUMC Youth and Children’s Ministries and seek opportunities to engage participation from the surrounding community;
* Effectively communicate with families, youth, children, and the congregation on a regular basis, which includes using: FBUMC's website, Burns Connection Newsletter, electronic communications (email, text messages, etc.), Social Media, mailings, personal calls, meetings, etc;
* Oversee fundraising efforts to support youth ministry expenses (as necessary);
* Be present and engaged in FBUMC worship services and other ministry activities; and,
* Oversee Youth and Children’s Ministry budgets, and adhere to FBUMC Financial Policies and Procedures.

**Minimum Qualifications**:

* Bachelor’s Degree (preferred) and/or equivalent experience in Ministry, Child Development, Education or related field;
* Experience leading activities with children and youth (preferably in a church setting)
* Good knowledge of the Bible and ability to serve as a faithful Christian role model;
* Ability to foster spiritual growth in children and youth along with a sense of community through a balance of worship, service, and fun activities;
* Ability to equip and encourage children, youth, and adults to be active in ministry;
* Good planning and organizational skills;
* Knowledge of and ability to use current technology and social media as ministry tools;
* Ability to work cooperatively with other staff, church leaders, and lay members; and,
* Working knowledge of the structure and organization of the UMC (preferred).

**Time Commitment: 15-20 hours per week.**

**Salary: Commensurate with experience**

**Hours: Flexible hours. Candidate must have some availability outside of normal business hours (9:00 a.m.-5:00 p.m.) and some weekends.**

Interested candidates should submit a cover letter and resume. Applications will be accepted by mail or email at the following addresses until the position is filled. Resumes will be reviewed as received.

**Mail to:** Francis Burns UMC

Attention: S/PPRC Chairperson

5616 Farrow Rd. Columbia, SC 29203

**Email:** MMack10966@gmail.com(Subject: FBUMC Children/Youth Coordinator)

***The selected applicant must successfully pass a background check and a pre-employment drug screening test. The selected applicant must also complete the UMC Safe Sanctuary Training.***