

## **CHILDREN, YOUTH and FAMILY MINISTER POSITION DESCRIPTION**

*In keeping with the Purpose, Mission and Vision Statements of Harcourt Memorial United Church, the Children, Youth and Family Minister (CYFM) will be responsible for:*

- a) Developing and coordinating age appropriate activities for all children and youth within the Harcourt and greater Guelph community;*
- b) Developing and facilitating Christian formation programs, in a safe and secure environment, for children and youth that will encourage them to explore their faith;*
- c) Developing and facilitating activities that will encourage young families to address their faith issues in the context of an increasingly busy and secular society.*

*While Harcourt is evolving through a paradigm shift towards a new model of Children, Youth and Family ministry, this position will focus on:*

- a) Encouraging children and youth to experience active service, hospitality, and growth in their spiritual development;*
- b) Equipping parents to be spiritual mentors for their children;*
- c) Building relationships among families.*

### **Major Responsibility:**

Develop and maintain vibrant and dynamic children, youth and family programs that embody the core values of Harcourt Memorial United Church by bringing families together to nurture their faith and discipleship.

### **Specific Duties and Responsibilities:**

#### **1. Leadership and Relationships**

- a) Provide leadership and collaborate in a shared ministry team with the Minister for Worship, Pastoral Care and Spiritual Growth, Minister for Worship, Pastoral Care and Outreach, Director of Music Ministries, other staff, Christian Development (CD) Committee and enthusiastic volunteers. Ability to work independently is also expected.
- b) Develop a program plan so that young parents can rediscover their faith, and children and youth can jointly build theirs, through social, recreational, service and spiritual activities. This area of responsibility is expected to grow in importance and challenge to the time commitment and creativity of the leader.
- c) Make visible to the Congregation, and advocate for, the needs of children, youth and families by encouraging and actively involving children, youth and families in congregational life including worship services.
- d) Provide adaptive and creative leadership to children, youth and volunteers for various faith formation programs (e.g. Godly Play in Kids' Church, youth groups, youth band, new traditions of worship).
- e) Facilitate relevant workshops/discussion groups to equip parents with skills needed to communicate with children, centre their relationships in God, and explore today's many family relationships (e.g. two parent, single parent, same sex, extended).
- f) Act as a strong advocate for this ministry by maintaining its profile within the Harcourt community.

#### **2. Support and Training**

- a) Recruit, train, oversee and support a committed team of volunteer leaders for children, youth and family activities.
- b) Provide emotional/spiritual pastoral care or appropriate referral where needed for children, youth and their families.
- c) Regularly participate in professional development courses and/or workshops, including self-care components to maintain professional and educational skills, personal energy and enthusiasm.

**3. Outreach**

- a) Encourage and welcome participation of children, youth and families from outside of the Harcourt community through activities and networking opportunities in locations easily accessible to them.
- b) Encourage and equip children, youth and families to participate in local and global outreach, and ensure relevant follow-up to enrich their faith through active service.
- c) Liaise with leaders of other community youth groups as a representative of Harcourt Memorial United Church.

**4. Communication and Administration**

- a) Ensure that all age-appropriate materials and resources required for children, youth and family programs are available.
- b) Communicate current program information to the Harcourt community through the website, newsletter, weekly bulletins and announcements.
- c) Ensure that appropriate children, youth and family program lists are maintained and coordinated with administrative staff assistance.
- d) In conjunction with the Chair of CD Committee, generate and maintain an annual budget for children, youth and family programs.
- e) Liaise and participate on a regular basis with the CD and Personnel Committees. Attend staff, Church Council and other committee meetings as required for agenda items related to the CYFM's areas of leadership.

**Qualifications:**

Designated Lay Minister or Congregational Designated Minister or Diaconal Minister of the United Church of Canada, with demonstrated aptitudes and capability to fulfil the preceding requirements of a ministry serving children, youth and young families. Enthusiasm and experience with computer technologies and audio-visual tools is an asset.

**Terms of Contract:**

This annually renewable 12-month position will be 30 hours/week for the Children, Youth & Family Minister. A current police records check must be provided.

\_\_\_\_\_  
Harcourt Council Chair Person

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Chair of Personnel

\_\_\_\_\_  
Signature of Staff Person

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Annual Review Date