



JOB DESCRIPTION
UNDER 18s MINISTRY COORDINATOR
(with a particular focus on YOUNG PEOPLE)

This job description outlines the key accountabilities of, and tasks required from, the postholder. It is not a definitive list and the role may well change and evolve over time.

Job title:	Under 18s Ministry Coordinator (with a particular focus on Young People)
Department/team/location:	St. John's, 397 Castlereagh Road, Belfast
Reports to:	Rev. Ross Wilson, Rector
Staff responsible for:	None

Main purpose of the job:

The *Under 18s Ministry Coordinator* will oversee our ministry to children and young people. He or she will foster fun, friendship and faith among the under 18s within St John's, as well as developing new and existing ways of engaging with children, young people (and their families) in our local community. He or she will provide coordination and vision to our volunteers working with children; developing these teams and inspiring the wider church to support this ministry. Most crucially, he or she will engage directly with young people (aged 12-18) in our church and community - helping them to begin and grow in a relationship with God.

Key tasks and responsibilities:

- **To engage directly with young people (aged 12-18) in our church and community - helping them to begin and grow in a relationship with God through:**

- Running a weekly / fortnightly Youth Fellowship / Youth Night (or equivalent) geared towards church and community young people. The aim of this session is to foster fun and friendship but should always include some Christian input such as an epilogue.
 - Running a 'Youth Church' which will meet every other Sunday in conjunction with our 10am service, with the aim of discipling young people.
 - Encouraging young people to serve the church family - particularly by helping with Sunday service responsibilities, such as Sunday school, crèche, worship leading, sound desk and hospitality.
 - Connecting with young people appropriately during the week, to help them work out their faith in school, at work and at home.
- **To oversee the discipleship of children within the church through:**
 - Providing oversight and support for existing children and family ministries - currently: a Sunday School during our 10am service, a crèche during our 10am service and a 'Tots Together' group on Fridays from 10am.
 - Developing and communicating a vision and strategy for working with children under 12, working alongside the Rector and current children's leaders, including using a comprehensive children's discipleship resource (currently provided by Scripture Union).
 - Establishing, nurturing and developing the volunteers who deliver children's ministry - recruiting and training as needed to develop a strong volunteer team.
 - Providing support and resources for church families, working alongside parents to bring the life of Jesus into the home, and partnering together in the life and mission of the church.
- **To work closely with the Rector, volunteer church leaders and any future youth intern to shape, direct and communicate the overall vision and strategy for under 18s ministries and outreach at St. John's, through:**
 - Attendance, reporting and participation at fortnightly staff meetings (can be held online or on a Sunday as required).
 - Organising and communicating rotas and equipping / training / fellowship / prayer opportunities to volunteers in a clear, timely way.
 - Developing and delivering contextually appropriate all-age worship at our invitational services throughout the year (currently approx. 3 in year).
 - Championing and promoting under 18s ministry through regular updates and feedback to the Select Vestry and wider church family.
 - Maintaining accurate information on under 18s ministry on the church website and social media pages.
 - Keeping finance and admin records for under 18s ministry, including liaison with our Safeguarding Officer, and overseeing careful use of relevant premises and equipment.

Tasks and responsibilities (as time allows):

- **To develop new and existing ways of serving under 18s and their families in our local community through:**
 - Developing good relationships with our uniformed scouting & guiding organisations, establishing a stronger link to the church and providing creative 'bridges' for these children and families to encounter Jesus in a meaningful way.
 - Developing relationships with local schools (Grosvenor, Orangefield, Lisnasharragh and Leadhill), with a view to providing/organising the best opportunities for under 18s to experience God's love and encounter Jesus personally e.g. assemblies, lesson plans, end-of-term events, after-schools clubs, prayer spaces etc.
 - Planning, organising and providing community-based family projects such as 'Messy Church', children's holiday clubs, Summer Schemes, etc.
 - Researching the existing need and provision for under 18s and their families in our community.

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Job description prepared by:

Rector and vestry

Date:

April 2024