

# Job Posting: Children and Youth Ministry Coordinator

## St. Thomas's Anglican Church

<b>Position Title:</b>	Children and Youth Ministry Coordinator
<b>Reports to:</b>	the Rector
<b>Position Type:</b>	Part-Time
<b>Hours:</b>	Average 32 - 35 hours per month (Approx. 8 hours/week) <i>Note: Hours are flexible and will fluctuate based on the liturgical calendar and program needs. Monthly timesheets are required for payroll.</i>
<b>Pay:</b>	\$20/hour.

St. Thomas's is seeking a dedicated and organized Children and Youth Ministry Coordinator to lead and grow our vibrant community of children and young people. This role focuses on supporting our existing volunteer teams, overseeing administrative logistics, and fostering a safe, nurturing environment for spiritual growth.

### **The Role**

The Coordinator serves as the vital link between our volunteers, clergy, and families. This multifaceted role requires a blend of administrative leadership and hands-on ministry; the candidate will take the lead in overseeing the Youth Group and ensure our Sunday School programs flourish by managing logistics, working closely with and enabling our dedicated volunteer team, and providing direct support to ensure every child and youth feels seen and supported.

### **Key Responsibilities**

#### **Sunday School**

- Create and manage the schedule for Sunday School volunteers, ensuring all slots are filled.
- Equip teachers and helpers with the necessary materials and resources for their lessons.
- Facilitate team meetings several times a year to encourage program growth and address feedback from volunteers.
- Step in to lead Sunday School lessons if a scheduled volunteer is unable to attend.

#### **Youth Ministry & Special Events**

- Collaborate with Youth Group volunteers to plan and execute monthly gatherings that engage and inspire our older youth.
- Participate in the planning and execution of seasonal events or special family and children's ministry activities (e.g., Christmas events and services, Easter events, or community festivals) when requested.

## **Safety & Oversight**

- Supervise the teaching team to ensure all volunteers are appropriately screened. This includes maintaining up-to-date Police Record Checks, Vulnerable Sector Screenings, and Safe Church requirements (updated every three years).
- Ensure classrooms are safe, welcoming, inclusive, and prepared for teaching, and that spaces are left tidy afterward.
- Strictly follow all parish and diocesan Safe Church policies regarding safeguarding and supervision.

## **Qualifications & Skills**

### **Mandatory Requirements**

- Formal training for working with children or comparable professional/volunteer experience.
- Current First Aid Certification.
- A clean, current Vulnerable Sector Screening (Police Record Check).

### **Experience & Attributes**

- As a key relational leader, the Coordinator is expected to make worship at St. Thomas's a priority, becoming an active and visible member of our faith community.
- Familiarity with the Bible and comfort working within a liturgical church setting.
- Ability to communicate warmly and effectively with children, parents, clergy, and volunteers.
- A talent for identifying gifts in others and inviting new people to participate in church life.
- Strong organizational skills and the ability to work independently while remaining a collaborative team player.
- Creativity, patience, pastoral sensitivity, and a genuine joy in working with people of all ages.

## **How to Apply**

Please submit your resume and a cover letter to **The Reverend Chelsy Bouwman** at [sttomrector@gmail.com](mailto:sttomrector@gmail.com).

- **Application Deadline:** Monday, June 22, 2026
- **Interviews:** To be held between June 29 and July 2, 2026.