

# Job Description Christian Ministry Coordinator

## **Job Position:**

Christian Ministry Coordinator (fulltime with hours being flexible to meet the needs of the church based on planned activities, weekends required as needed)

## **Qualifications:**

- Available to work weekends as needed and especially Sundays
- Bachelor's Degree preferred
- Proven creativity skills
- Practicing Christian
- Ability to be a team player and to inspire others
- A sense of a call and passion for working with children, youth and young adults

## **Job Description:**

The Christian Ministry Coordinator oversees the Christian Education and Programs for children, youth and young adult ministries, and manages the development and growth of the Christian Education Program at BUMC with an emphasis in outreach to the Brunswick community.

## **Job Responsibilities:**

### **A. Duties and Responsibilities - Youth and Young Adult Ministries**

1. Schedule, oversee planning and execution of regular youth group Sunday meetings or events and implement all pertinent communications to those involved.
2. Create/Maintain connection with post-high school young adults via text, traditional mail, email etc.
3. Seek opportunities to become more visible in community events in order to provide outreach for the church.
4. Coordinate youth and young adult mission trips.

### **B. Duties and Responsibilities for Christian Education**

1. Assist with overseeing current children's activities (such as Kidz Connect, VBS, Trunk or Treat, Easter Egg Hunt, Children's Pageants) and expand children's special activities.
2. Oversee Sunday School for all ages.
3. Plan and implement new programs targeted to spiritual growth and development, as well as outreach to the community for all ages.
4. Prepare budget and monitor expenses for all Christian Education Programs and activities.

### **E. Meetings to Attend** (upon request by the Pastoral staff, including but not limited to the following)

1. Weekly Staff meetings
2. Monthly Leadership Board

(Sept. 2024)