



First United Methodist Church
216 E. Highland Avenue, Elgin IL, 60120
847.741.0038 Office 847.741.8416 fax
fumcelgin.org

Job Opening **Part-Time Children/Youth Ministry Coordinator**

Position Type: Part-time, 10-12 hours/week
Salary: \$12.00/hour paid bi-weekly
Leave/Vacation: Two (2) weeks per year
Date posted: April 27, 2021

****Cover Letter and Resume Required****

Applications Accepted By:

Email: revlaboy@fumcelgin.org
Attention: Rev. Dr. Felicia LaBoy
Subject Line: Children/Youth Ministry Coordinator

Mail: Rev. Dr. Felicia LaBoy
First United Methodist Church
216 E. Highland Ave., Elgin IL, 60120

Job Description:

In partnership with the congregation, Lead Pastor, and other staff, the Part-Time Children/Youth Ministry Coordinator (CYMC) is a part-time ministry position with the primary responsibilities of providing in-person and virtual Christian educational programs and fellowship for children from ages 4-12. In addition, the CYMC will also be responsible for helping to create and lead programs for elementary and junior/high school aged youth. The CYMC will work with the Lead Pastor, staff, parents, and current volunteers to coordinate and recruit new students and volunteers for these programs and special events.

These programs and events are expressions of First UMC's mission to help children develop a meaningful relationship with God and become disciples of Jesus Christ for the transformation of the world.

The CYMC will be supervised by Lead Pastor, with ultimate accountability to the Staff-Parish Relations Committee.

As we are building the Children/Youth program, in-person and virtual curriculum will be selected and purchased in coordination with the Lead Pastor. It is our hope that as this ministry expands, we will have the opportunity to increase this ministry to expand offerings to high school youth. The CYMC will have access to additional funds to purchase other materials as needed.

Job Requirements & Work Hours:

- Prepare for Weekly Children/Youth programs on Sundays (approx. 2 hours per week)
- Sundays from 8:00 am to 12:00 pm (in-person) and 2:00 to 3:00 pm (virtual Sunday School)
- Attend weekly staff meeting (approx. 1 hour)
- Meet with existing volunteers to coordinate and create programs and events (approx. 2 hours on average per week.)
- Must be able to pass Background Check and complete Safe Sanctuary Children/Youth training.