

## Ivy Chapel United Church of Christ

620 N Woods Mill Road  
Chesterfield, MO 63017  
www.ivychapel.org  
(314) 434-4991

**Job Title:** Youth Ministry Coordinator

**Reports to:** Board of Christian Education and Pastor

**Hours:** Part-time (20 hours per week, including some evenings)

**Effective Start Date:** Immediately

**Job Description:** The Youth Ministry Coordinator at Ivy Chapel United Church of Christ will create opportunities for all ages of youth to develop their faith and build connections within the church. The successful candidate will develop and lead a growing youth program. This person also will work with the worship team to plan a cohesive Sunday worship experience.

### **Essential Responsibilities Include:**

#### **Youth Groups**

- Coordinate local church and wider church youth activities.
- Work with families of youth to develop an activities calendar each year.
- Make arrangements for summer mission trips.
- Co-lead Confirmation with the Pastor.

#### **Worship Services**

- Present and/or schedule children's messages during Sunday morning worship.
- Lead children's worship activities on the first Sunday of each month.
- Coordinate children's Christmas Program and Youth Sunday.
- Facilitate youth participation in worship, such as serving as acolytes, lay liturgists, musicians, etc.

#### **Communication and Reporting Duties**

- Provide communication between the youth groups and the congregation through notices in the Sunday bulletin and the monthly Ivy Vine newsletter.
- Keep accurate records of all youth program funds.
- Provide a monthly written report to the church council.

#### **Christian Education Board Involvement**

- Participate in all Christian Education Board Meetings.
- Work with the board to provide Sunday School, Vacation Bible School, and other congregational education programs.

### **Qualifications:**

- Experience working with children, youth ministry, or within other related fields.
- Displays strong administrative, planning, organizational, and communication skills.
- Ability to work both independently and cooperatively.
- Possesses creativity to develop innovative programming.
- Familiarity with the United Church of Christ theology.
- Affirming of all people, including support of LGBTQ+ community.

### **Requirements:**

- 21 years of age or older.
- Must pass a personal background check.

**Application:** Please send your resume, cover letter, and a list of three references to [ymcsearch@ivychapel.org](mailto:ymcsearch@ivychapel.org).