



May 31, 2017

Children's and Youth Ministries Assistant (CYMA)

Job Description

General Info

- Supervised by the Director of Mission and Faith Formation (Director)
- 20-24 hours per week, including 4-5 hours on Sunday mornings
- Workload will be heaviest during the program year (August – May)
- Primarily responsible for supporting programs for children (birth – 7th grade) and youth (8th – 12th grade) that have been developed by the Director and the Children, Youth and Families (CYF) Committee of the Session
- Will work on both collaborative and individual assignments

Duties with Children's Ministries

- Collaborate with the Director to support the following programs:
 - Sunday morning nursery care
 - Sunday 9am hour (breakfast club, child care, etc...)
 - Sunday education hour (Bible Story Room, Bible Trek, etc...)
 - Worship support activities for children and parents
 - Children's music program (mainly logistical support for children's choir director)
 - Middler (5th-7th grade) programming that may include monthly Sunday afternoon outings, worship experiences, special events and retreats
 - Special Events that include seasonal celebrations and worship events
 - Other programs or activities that may need support as determined by the Director (such as mission, retreats, etc...)

Duties with Youth Ministries

- Work with the Director to develop programs and strategies that support youth in their spiritual growth and encourage them to be active participants in the life of the church.

This may include:

- A weekly/monthly/bi-monthly gathering that offers Bible study, fellowship and topic studies relevant to the life of youth
- Special events and retreats developed around church seasons and youth-relevant topics
- Meeting with youth on an individual basis (as hours allow)
- Collaborating with other churches in the area/Presbytery for events and/or retreats that bring area youth together
- Worship leadership - encouraging youth to be part of worship leadership, including youth-led Sundays as well as participation on an individual basis



CYMA Job Description cont'd.

- Collaborating with the Director, Pastors and church leadership to coordinate the Confirmation program and participate as an active leader on the team
- Any programs or activities in which youth are being encouraged to take part (such as mission, retreats etc...)

- Preparation and Administrative Tasks
 - Maintain a current list of all children and youth on the rolls with their parent's information and any special needs
 - Work with the Director to determine what supplies need to be prepared and/or purchased to support the upcoming ministry programs
 - Regularly take inventory of closets and cabinets on the education floor (3rd floor) and order supplies as necessary within the specified budget, in addition to keeping these areas organized and useful for volunteers.
 - Create/maintain bulletin boards and displays on the 3rd floor
 - Develop methods and consistent routines for keeping in touch with active youth and reaching out to all youth that are on the rolls
 - Keep current on youth-related literature and resources to inform topical and Biblical studies, including attending continuing education events as worked out with Director
 - Work with the Director and the CYF Committee to develop a program year calendar for youth ministries
 - Work with Director and the CYF Committee to identify, recruit and train volunteers to work with youth
 - Meet with Director regularly to determine a work flow schedule, needs of programs and volunteers and to discuss overall goals of the program and how they are being met