

Coordinator of Children & Youth Ministries
Trinity United Methodist Church, Fort Dodge, IA
20 hours Part-Time Position

Children's Ministry

- Provide a children's (YDT) sermon weekly & for special services as needed
- Provide a weekly afterschool program for elementary students to learn about the Christian faith
- Provide additional faith experiences like vacation Bible school, holiday activities, summer camp
- Oversee the spaces used by the children at church including the nursery.

Youth Ministry

- Plan, organize & promote youth groups, Bible study, mission trips, special events, fund raisers, etc...
- Organize special celebrations, like senior recognition, and summer camp. Oversee the spaces used by the youth while at church. Clean, replenish supplies, and repair as needed.

Transportation

- Provide or line up transportation for all position-related activities
- Care for the church van as needed, refueling and/or oil changes or other repairs

Meal Preparation

- Assist volunteers with planning, purchasing, and serving a weekly Wednesday supper for the church family and friends during the school year and any other special events related to children and youth ministry.

Communication

- Pray regularly for all families that call Trinity their home.
- Text/Email or call weekly reminders to parents, youth, & volunteers, regarding all children and youth ministry activities
- Submit monthly articles for the church newsletter regarding children & youth ministry events
- Create publicity for any children & youth ministry activities and special events
- Make & deliver birthday greetings/gifts to church family, students, and friends
- Build positive relationships with parents, extended family members, and church members
- Attend school or community events where Trinity children and youth are involved.
- Attend and report on children and youth ministry events and needs to the Administrative Council and other committees as requested.
- Attend staff meetings

Additional duties

- Be available to help in any areas of ministry per pastor or other staff request.