

June 2, 2010

Please post and announce the following information for Centre Friends Meeting.

Centre Friends Meeting, a Quaker congregation, outside of Greensboro, North Carolina has a full time Children's and Youth Minister position available. We are seeking an individual who will serve as a spiritual leader, counselor and program director for the children, youth and their families of our meeting and community. We desire the applicant to be a Christian who will plan, organize and lead activities that will develop relationships and deepen faith in Christ.

Applications should be mailed to:

Christian Education Committee

Centre Friends Meeting

325 NC Highway 62 East

Greensboro, North Carolina 27406

For additional information contact: 336-674-5081

The position will remain open until filled.

Rusty Parsons and Centre Friends Meeting Christian Education Committee

## **Centre Friends Meeting Youth and Children's Minister Job Description**

### **Summary of Position:**

- The Role of this individual is to serve as a spiritual leader, teacher, counselor, and program director for the children, youth, and their families of Centre Friends Meeting.
- The Youth Pastor's focus for each aspect of the position listed below should be one of leading and encouraging others to follow Christ in their daily lives.
- This role is to lead, motivate, and challenge the youth and children to be devoted followers of Jesus Christ by understanding what it means to be Christians who call themselves "Quakers."

### **Position Requirements:**

- Possess enthusiastic leadership and passion for the youth, children, and their families along with a wide variety of experience and talents in this area of ministry.
- Profess a Christian Commitment as evidenced by a deep Christian faith that is rooted in a personal experience with God through daily reading, prayer, and practice of God's word.
- Possess or be actively pursuing an undergraduate degree.
- Be willing to consider being recorded or be already recorded as a Friends minister.
- Possess a strong knowledge of resources that are available for the youth ministry of Centre Friends Meeting.
- Demonstrate energetic motivational skills as displayed by good verbal and written communication skills.
- Previous experience with youth and children's ministries is preferred.
- Hold a certification CPR and First Aid or must become certified within 60 days of employment.
- Be willing to submit to a thorough background check.

### **Youth and Children's Ministry should include:**

- Plan, lead, and staff weekly Junior and Senior FYF meetings and bi-monthly meetings for Quaker Kids, both within and outside of Centre Friends Meeting.
- Plan and lead activities, trips, and events that will nurture spiritual growth as well as provide opportunities for fellowship among the children and youth of the meeting and their families, in addition to weekly FYF meetings and bi-monthly Quaker Kids meeting or activity.
- Maintain a regular program of visitation with the children, youth, and their families at their homes, schools, or community events.
- Seek to involve the children and youth in the life of the Meeting, particularly in meeting for worship, and help prepare them for active membership.
- Seek to involve the children and youth in various Quarterly and Yearly Meeting events and ministry opportunities, such as Quaker Lake Camp and Serenity Youth Choir.
- Be available to encourage, motivate, and serve the children and youth of the community in various ways such as volunteering or speaking at school clubs.
- Organizing and leading the Youth to be responsible for the Worship Service, at least once yearly.

**Christian Education Ministry should include:**

- Ordering curriculum, supplies, or materials needed for FYF and Quaker Kids.
- Overseeing the Children's Church and Children's Moments schedule by obtaining qualified leaders, as well as, leading each of these activities at least once a month.
- Meeting monthly with the Christian Education Committee to ensure that all programs and tasks are carried out effectively and that leadership is in place. A written summary of monthly activities planned and carried out is expected to be turned in at monthly Christian Education Committee meetings.
- Assisting the Christian Education Committee in planning and managing the annual budget for youth programs.
- Organizing fundraisers for youth activities as needed.
- Working with Christian Education Committee annually to suggest individuals who will serve as youth and children's Sunday school teachers and VBS staff.
- Holding annual parent meeting.
- Creating a monthly Children's and Youth Newsletter.

**Administrative tasks should include:**

- Meeting weekly with the senior pastor.
- Participating in various NC Quarterly and NC Yearly Meeting functions such as Young Friends Meeting Sessions, service at Quaker Lake Camp, and the Ministerial Association, as approved by Monthly Meeting.
- Working with children, youth, and their families that request counseling. This should be done in consultation with the senior minister when necessary.
- May require assisting Ministry and Counsel in fulfilling the duties of the senior minister in the event of vacation or emergency. Assistance may include leading the worship service, visitation, or necessary administrative tasks.
- Attending Centre Friends Meeting for Sunday school, Worship, and Monthly Meeting unless on Monthly Meeting approved vacation, youth activity, or educational opportunity.
- Establishing office hours as needed to maintain a 40-hour work week.

**Responsible to:**

- This individual will work with the senior minister and Ministry and Counsel of Centre Friends Meeting, with ultimate accountability to the Christian Education Committee and Monthly Meeting.
- Semi-annual evaluations will be performed by the senior minister and a representative from both the Christian Education Committee and Ministry and Counsel.

**Package and Vacation:**

The specific salary package will be commensurate with the individual's education and experience. This can include reimbursement for annual conference costs, Quarterly and Yearly Meeting costs and dues, health insurance premiums, and two full weeks of vacation. Time off must be coordinated with the senior minister. Any additional leave time, when needed under special circumstances, will be reported to the senior minister who will obtain approval from the appropriate clerks of the meeting.