

ST. MARK'S UNITED METHODIST CHURCH
PRETEEN PROGRAM COORDINATOR

Accountable to: Christian Formation Team Leader

Purpose: To serve the church as a team member supporting the Mission Statement of St. Mark's by serving as the Preteen Program Coordinator.

The work of the Preteen Program Coordinator supports the church in addressing its identified priorities of:

- I. St. Mark's United Methodist Church will bring Christ to the world by taking Church out into the world.
- II. St. Mark's United Methodist Church will reach out to people in all ages and stages of life, with an emphasis on younger people.
- III. St. Mark's United Methodist Church will prayerfully examine our church structure. We will seek to strengthen the systems, which are supporting and nurturing our ministry, and to relinquish those systems which no longer serve us well.
- IV. St. Mark's United Methodist Church will become physically involved in mission and justice projects.

Job description summary: The ministry of the Preteen Program Coordinator is to provide leadership to initiate, plan, implement, and evaluate programs (specifically in regard to the Sunday afternoon fellowship program) that support the priorities of the church, especially Priorities II and III as they relate to reaching younger people and involving them in Christian fellowship. The Preteen Program Coordinator will work in cooperation with volunteers, existing teams, and staff, especially others on the Christian Formation team.

Primary Duties and Responsibilities:

1. Coordinate existing preteen youth fellowship. Focus ministries on building strong relationships with our fourth and fifth grade children and their parents, while attracting new families.
2. Initiate and implement new program ministries that address the priorities of the church, especially Priorities II and III, as they pertain to preteens.
3. Collaborate with the Christian Formation Team Leader and other members of the Christian Formation Team on coordinating and implementing programs that may intersect with other Christian formation ministries at St. Mark's.
4. Coordinate preteen program marketing with the Christian Formation Team Leader and the Communications and Outreach Director.

Position Qualifications:

1. Demonstrated ability to lead and connect with children.
2. Demonstrated ability to work as part of a team, and in providing leadership with volunteers.
3. Strong faith background.
4. Ability to use technology to reach and connect with target audience.

This position is 5 hours per week and is not eligible for benefits.

Application Deadline:

Please submit your resume to kim@umcstmarks.org no later than December 17, 2017