

**WESLEY-KNOX UNITED CHURCH
DIRECTOR OF CHILDREN AND YOUTH MINISTRY**

Wesley-Knox United Church is looking for a Director of Children and Youth Ministry who can provide Sunday morning Vision and Leadership for the spiritual growth and education for youth from 0 to 18 years in age. Located in charming Wortley Village, London, Ontario, Wesley-Knox has a strong tradition in children and youth leadership in the community, which we are looking to continue with the candidate.

Position: Director of Children and Youth Ministry
Location: Wesley-Knox United Church, 91 Askin Street, London, ON
Hours: 10 hrs/week over 12-month contract

Position Requirements:

- Excellent communication and time management skills
- Leadership for both youth and adult volunteers
- Strong background in faith based education
- Experience working with church organizations
- Technological literacy – communication and office productivity software/hardware
- Certified First Aid Training
- Successful Vulnerable Sector Check
- An appreciation and willingness to work within the United Church of Canada ethos

Position Responsibilities and Duties:

Oversee faith formation for ages 0-18	<ul style="list-style-type: none"> • Recruiting, training, placing and supervising volunteers for Sunday morning programming for Nursery, Children’s Worship and Youth Programming • Selecting and organizing curriculum • Facilitating opportunities for children and youth to be a part of the overall life and work of the church (liaising with committees) • Communicate registrations to Office and Administration • Selecting and overseeing outreach projects
Duty of Care	<ul style="list-style-type: none"> • Ensure that accurate registration and attendance records are kept • Coordinate and maintain the physical environment • Liaise with Chair of the Board to ensure that police checks are completed • Ensure that consent and waiver forms are accurate and up to date • Audit First Aid Kits in Sunday School and Nursery
Communication	<ul style="list-style-type: none"> • Communicate with church and families through email, Kindred Spirit Connection, church bulletin, website, and annual report
Coordinate Annual Christmas Pageant and Party	<ul style="list-style-type: none"> • Registration, communication, volunteer support and liaising with minister to coordinate worship service; responsible for bulletin
Committees and meetings	<ul style="list-style-type: none"> • Christian Ed, Official Board, monthly staff meeting
Professional Growth and Development	<ul style="list-style-type: none"> • Seek opportunities for professional and personal growth • Currently have a continuing education budget
Worship	<ul style="list-style-type: none"> • Participate in Confirmation and Baptismal services as directed by minister

Wesley-Knox United Church is a vibrant faith group with a history of youth services, music, and community outreach. We greatly look forward to connecting with a Spirit Filled candidate to grow our Children and Youth Ministry programs.

Deadline for submitting applications is Monday, 2017 August 21. To apply, please e-mail cover letter/CV and resumé to tlardner@uwo.ca.

More information on our website, www.wesleyknox.com.