

Congregational Designated Lay Minister for Children, Youth and Families

Job Description

Trinity United Church, Ottawa ON is seeking a part-time Congregational Designated Minister (CDM) to provide lay leadership for the children, youth and families of our progressive, affirming, justice-seeking congregation. This individual works collaboratively with staff and volunteers to ensure that Trinity is a safe and inspirational place for people of all ages. The position is 11 hours per week, September to June, allowing for flexibility for busier and slower times throughout the church year.

Duties

Weekly

- Attend a one-hour staff meeting
- Work cooperatively with the minister to arrange or lead all-generations time during our service celebration
- Greet children and nurture relationships with children, youth and families
- Participate in Sunday school and make sure classes are planned

Twice per year – September and January

- Coordinate Sunday school teacher schedule
- Meet with the Sunday school teachers
- Order, maintain and organize supplies for the nursery and Sunday school
- Maintain lists of registered children

As required

- Work with staff and committees to arrange Christmas, Easter and other intergenerational services and events
- Coordinate and lead four to six special teen activities per year
- Communicate via email with families of children and youth
- Work with the Nursery Child Care Provider and the Joyful Noise leader to ensure clear communications and cohesive program planning
- Write a quarterly article for the church newsletter
- Attend Worship committee meetings, if required
- Attend Christian Development committee meetings, quarterly
- Consult with the Property committee if changes to the physical set-up are required

Annually

- Order curriculum
- Arrange for Grade 4 Bibles
- Establish the Cuddle Corner activities for the summer

Conditions of work

- Part-time (11 hours per week) (25% CDM position)
- Seasonal - 1 September to 30 June
- Hours vary depending on events planned and other contingencies
- Position reports to council through the chair of the Ministry and Personnel Committee is overseen by the CD committee
- Is entitled to administrative assistance from the Church Administrator
- Is entitled to access to office supplies and equipment

Qualifications

- Baptized
- A basic understanding of scripture and of its authority within the United Church
- Experienced in working with children, youth and families and understands the responsibilities regarding duty of care, confidentiality, and authority/trust
- Creative and dynamic
- Leadership abilities
- Excellent written and verbal communication skills;
- Organized and reliable
- Comfortable with public speaking and participating in the leadership of formal worship
- Able to use team-building and conflict resolution skills to work collaboratively with volunteers and other staff
- Has the ability to draw on spiritual resources to sustain self and others