



The Garden City Community Church

United Church of Christ

God
is still
speaking,

Garden City Community Church, United Church of Christ

Garden City, NY 11530 www.thegccc.org

Job Description: Youth Ministry and Outreach Coordinator (revised 8.4.22)

Hours: Part-Time/25 Hours per week

Salary \$28,000 - \$35,000 per year, depending upon education and experience. No benefits.

Mission Statement: Garden City Community Church is a loving, welcoming, open and affirming Christian community located in the heart of Nassau County. Established in 1929, GCCC has been serving the community with worship, mission trips, community theatre, music, service projects and more for more than 90 years. As we strengthen our ministry, our purpose is *Building a Community where all are enriched through Christian Love, Service and Spiritual Renewal while we Faithfully Reach Out to the community and Inclusively Draw people into our congregation.* We are known as a friendly and welcoming congregation and have been a center for all to feel connected.

The Garden City Community Church is searching for a part-time **Youth Ministry and Outreach Coordinator** to re-energize and engage youth and families in Christian faith and community service, as we are returning to in person worship and programs after COVID.

The ideal candidate will have a commitment to the GCCC's mission and vision for this position, and have the following attributes:

- Ability to relate to youth of all ages, including through text and email.
- Excellent organizational and communication skills (both oral and written).
- Experience coordinating faith formation curriculums or programs.
- Understanding the unique needs of youth of different ages and their families.
- Ability to deliver programming through a lens of diversity, equity and inclusion.
- Flexible, collaborative and able to work with teams of volunteers and staff.
- Community outreach experience.
- Independent self-starter.
- Strong interpersonal skills to connect, engage and grow the faith community.
- Experience preferred with Microsoft Suites, Excel, PowerPoint and social media.
- Associate, Bachelor or Graduate degree with specialty or focus in Christian Education, Youth Ministry, Education, Psychology or a similar field.
- Leadership experience within the context of youth/family ministry.
- Desire to share and promote the faith and spiritual journey to youth of all ages and their families.

Job duties entail:

1. **Coordinate and facilitate youth-related faith formation curriculum, activities and programs (80%)**
 - Work with parent leaders and staff to select, organize and implement church school faith formation curriculum (ages PreK-5). Oversee church school volunteers, the church school calendar, and seasonal events (Advent, Lent, Vacation Bible School, etc.) in collaboration with parent volunteers and ministry.

- Coordinate middle-school youth, high school and young adult age-appropriate faith formation, service and social activities, excluding Confirmation (grades 8-9). The focus will be on middle school, high school and young adult pre and post Confirmation age.
- Coordinate youth participation in worship in partnership with pastor/ministry committee, promoting the gifts and talents of our youth in leadership capacities.
- Consult with parents, children, church committees and Ministry to plan, organize and implement family-focused social activities.
- Provide administrative support, maintain records and communications for all youth and family social programs by email blasts, phone calls, text, social media, and promote youth/family programs as necessary.
- Provide administrative support for summer Mission Trip, and family/youth-oriented service projects, supporting work of service volunteers committee.
- Consult with Senior Pastor on programs related to youth, families and children.
- Provide reports to Church Council on youth and family ministry on monthly basis, and support Council's strategic growth plan.

2. Community Outreach (20%)

- Reach out to new families and children who visit the church to connect them to formation activities, building relationships and practicing intentional welcome/hospitality.
- Reach out and provide a few programs a year for Nursey School families to learn about the church or engage in church service or formation activities.
- Evaluate opportunities to engage and form partnerships in the Garden City community and beyond to advance our mission of Christian Service.
- Develop and coordinate new service experiences in the Long Island and Metro-New York area for church members in collaboration with committees.
- Work in partnership with Senior Pastor and other church committees to create programs to welcome new members and engage the needs of the community.

Requirements: Availability 3-4 hours on Sundays up to 3x a month for church school on Sunday mornings or youth ministry/seasonal family activities in the afternoon/evening.

This position is for 25 hours per week, depending upon the needs of the seasonal needs of church. The salary is \$28,000 - \$35,000 per year, depending upon education and qualifications. This position does not include benefits.

This person reports to Rev. Lynn Sullivan, the Senior Pastor.

Candidate will be required to complete a criminal background check, references, and complete a series of interviews, and UCC required boundary awareness/safe church policy trainings within the first six months of hire.

Please use email to send cover letter and resume to Mico Faella, Personnel Committee Chairperson, at Personnel@theGCCC.org Put in the subject line "School Admin." Inquiries can be directed to the Church Office (516) 746-1700.