

**The Catholic Archdiocese of Edmonton
St. Mary's Parish**

Parish Children's Ministry Leader

Position Title: Parish Children's Ministry Leader

Reports To: The Pastor

Purpose: The position plans, organizes and coordinates a sustainable and effective Children's Ministry to foster evangelization for children in grades 1 to 5.

Key Objectives	Responsibilities	Contacts
<p>Plan and coordinate an active children's ministry</p>	<ul style="list-style-type: none"> • Develop and implement a children's ministry program within the parish. • Lead and coordinate the children's K4J Children's Ministry (or a similar program). • Foster and coordinate volunteerism in order to implement viable children's ministry initiatives and develop longevity of adult support. • Actively serve as a member of the parish pastoral team. • Promote an active children's ministry in the parish by organizing, administering and coordinating activities for elementary student's i.e. regular catechetical programs, socials, retreats, and other special events. • Prepare and facilitate regular children's events • Organize children/parents to participate in service projects within the parish and community. • Evaluate activities, initiatives and programs to determine suitability and lessons learned for future planning. • Encourage various initiatives in the parish that offer prayer support for children. • Be responsible for publicity and promotion of activities and events in the parish and the Archdiocese. • Ensure appropriate approvals are obtained and documentation is on file at the parish office for events or activities for children (grades 1-5) • Plan and coordinate the parish summer vacation bible school program. • May be responsible to develop/coordinate programs related to collaboration of children and parents/families in ministry and faith development. • Co-ordinate the Children's Liturgy program with the Children's Liturgy Coordinator 	<p>Pastor Children/Parents Ministry mentors Coordinator, Office of Youth Evangelization Pastoral Team</p>

<p>Communicate and collaborate with other ministries, committees and organizations.</p>	<ul style="list-style-type: none"> • Coordinate work of children’s ministry with other Parish Pastoral staff. • Establish and maintain harmonious working relationships with all ministries and committees within the parish. • Work closely with any other existing children’s initiatives in the parish (eg Children’s Liturgy, Vacation Bible School [VBS] and Sacramental Preparation) • Prepare and provide updates, reports, announcements and other information items to parish groups as necessary. • Consult with Pastor and mentors to identify, prioritize, develop and implement responses to issues as they arise. • Liaise and network with coordinators of youth or children’s ministries in other parishes within the Archdiocese. • Maintain communications with Archdiocesan Coordinator of Youth Evangelization. • Liaise with and visit Catholic elementary schools and Catholic middle schools as appropriate to support connections for St. Mary’s Children’s Ministry within the Red Deer Catholic Schools Youth Ministry. 	<p>Pastor Ministry mentors Coordinator, Office of Youth Evangelization Youth leaders in other parishes Parish Pastoral Team Other Parish Ministry Leaders School Staff</p>
<p>Implement and maintain safe environments</p>	<ul style="list-style-type: none"> • In planning, organizing and leading children’s ministry events and activities, ensure all volunteers who are involved in the organization and delivery of the events and activities are knowledgeable of and adhere the Archdiocesan policies related to Safe Environments including the policies addressing abuse, non-discrimination, sexual harassment, workplace violence, related volunteer management appendices and day & overnight activities 	<p>Pastor Volunteer Management Coordinator Volunteers Coordinator, Office of Youth Evangelization</p>
<p>Professional and spiritual development</p>	<ul style="list-style-type: none"> • Commit to prayer, spiritual growth & weekly Sunday Mass attendance • Attend workshops and training sessions to stay informed on new and effective ways to implement youth & children’s ministry. • Abide by the Code of Ethics for Pastoral Ministers • Be committed to actively pursuing Youth Ministry Certification/ ongoing professional development. 	<p>Pastor Ministry Mentors Coordinator, Office of Youth Evangelization</p>
<p>Administrative duties</p>	<ul style="list-style-type: none"> • Maintain a list of participants in the children’s ministry. • Develop and prepare a budget including fundraising raising initiatives in cooperation with Parish Business Administrator and/or Parish Finance Committee. • Plan and deliver events by and for children. • Review the past year’s programs and provide a report and recommendations to the pastor at the end of each ministry season. • Provide a new long range youth ministry plan annually prior to the start of each ministry season. • To submit a monthly time sheet outlining hours and accountability of duties. 	<p>Pastor Ministry Mentors Parish Business Administrator</p>

Qualifications;

Education and Experience:

Theological background in Catholic teachings. A post-secondary degree in theology, or other related degree is preferred.
Canadian Certificate in Youth Ministry studies or Youth Evangelization would be an asset
In lieu of formal Youth Ministry/ Theological training a combination of related education and experience may be considered.
Experience in youth ministry and working with volunteers within parish/diocese setting.

Knowledge:

Knowledge of the Catholic faith and the Catholic Archdiocese of Edmonton.
Knowledge of Microsoft Office i.e. Word and Excel, Power Point. Microsoft Publisher and graphics experience are an asset.
Must become familiar with Archdiocesan policies regarding social media, safe environments, and related youth ministry policies.

Abilities:

Ability to communicate effectively both orally and in writing
Ability to work in a team environment with a diverse clientele and with cultural diversity
Leadership skills that supports the goals of youth evangelization
Presentation skills and abilities
Ability to deal with behavioural boundary issues
Must have a valid Alberta driver's license

Personal Suitability:

Active Catholic faith life and abides by the teachings of the Catholic Church in his/her life
Ability to discern and is reflective
Attitude of service, honesty, acts with integrity
Possesses patience, flexibility, adaptability and a sense of humor
Trustworthy, respects confidentiality, makes sound judgments, seeks counsel of others
Has a good self-image, self-esteem and self confidence
Exercises self-care, takes sufficient recreation, uses a support system, sets and respects boundaries
Undertakes lifelong learning, ongoing faith formation

Employee

Date

Pastor

Date