



NEW ENGLAND
YEARLY MEETING
OF FRIENDS
QUAKERS

Job Description
Children & Family Ministries Coordinator

Revised 10/6/2021

Purpose

The Children & Family Ministries Coordinator ministers to, and provides leadership, connection, and nurture for 1) elementary- and middle-school-aged children throughout the Yearly Meeting, 2) families of elementary- and middle-school-aged children, and 3) Friends engaged ministry with elementary- and middle-school-aged children throughout the region, with a particular emphasis on youth ministry grounded in local Friends meetings.

This role's engagement with middle-school-aged youth overlaps, and will be woven together, with the work of the Teen Ministries Coordinator, and so will require ongoing coordination, shared planning, and consultation.

The Coordinator is responsible, directly or through delegation, for programmatic vision, pastoral care, and leadership for the Junior Yearly Meeting (JYM) and Junior High Yearly Meeting (JHYM) retreats and events, and for oversight of age-specific programming for early childhood, elementary, middle-school-aged youth as part of Annual Sessions. This includes recruitment, training, supervision, and spiritual nurture of retreat/program staff, and for tending to relationships of ongoing pastoral care and accompaniment with children, youth, and families.

In all their work, the Coordinator helps the Yearly Meeting to cultivate a thriving, locally rooted, regionally connected, multigenerational Quaker movement in New England.

The JYM and JHYM retreat programs are also inspired by the following mission statement:

We are called to build a Quaker spiritual community of joy, love and affirmation for our children and ourselves. We create God's peaceable world through worship, shared work, play and songs, fostering safe, trusting relationships between generations. This deep respect for each person lets us just be our true selves and develop our spiritual lives. In this community, our children grow, knowing that God is there to be found and experienced.

Hours and Work Site

This is a full-time salaried position including a significant number of weekend commitments. The Coordinator travels regularly in ministry in the New England region. Beyond the specific needs for in-person presence, including visits to local meetings and in-person staff events, provided that internet access and necessary equipment are sufficient, the Coordinator's work site is flexible.

Supervision, Oversight, and Collaboration

The Children & Family Ministries Coordinator is supervised by the Yearly Meeting Secretary. They are an active, collaborative member of the staff Youth Ministries Team, the wider staff team, and a variety of volunteer and staff groups, including the Youth Ministries Committee. The Coordinator supervises the volunteers who serve as staff for JYM and JHYM retreats.

Qualifications

The Children & Family Ministries Coordinator shall be a Friend with a strong understanding of Quaker faith and practice. Additional qualifications should include training and experience in working with elementary-aged children, with a background/experience in youth ministry or education preferred.

The Children & Family Ministries Coordinator's life will witness to Friends' testimonies. The Coordinator should demonstrate strong communication skills in speaking and writing. They should be able to develop, manage, and facilitate programming for large groups of children and teens; relate well to parents and local youth workers; delegate and supervise the work of others; and respond appropriately to a wide variety of inquiries. They should have a strong familiarity with child safety principles, practices, and requirements, and promote a culture of child safety in their work. They should be proficient in the use of collaborative and communications technology, including social media.

Functions and Tasks

Pastoral and Programmatic

- With the Youth Ministries Team, set annual goals for the JYM and JHYM program, and plan retreats and other activities to meet those goals
- Hold the overall programmatic and pastoral framing for JYM and JHYM retreats and activities
- Supervise the planning, coordination, and logistics for JYM and JHYM events
- Supervise planning, execution, and coordination of the Childcare, JYM, and JHYM programs at Sessions (August)
- With the Quaker Practice & Leadership Facilitator and Teen Ministries Coordinator, plan and coordinate two youth staff trainings annually

- With the Teen Ministries Coordinator, plan and coordinate “bridging” opportunities between JYM, JHYM, and Young Friends involvement
- Recruit and train adult leaders to work with Junior Yearly Meeting and Junior High Yearly Meeting as staff and resource people as needed
- Supervise all adults who interact with the Junior Yearly and Junior High Yearly Meeting programs, including maintaining appropriate procedures for child safety following Yearly Meeting guidelines and procedures
- Select and recommend for hiring short-term coordinators for childcare, JYM, and JHYM programming at Annual Sessions; provide training and supervision for their work
- When called upon and as Way opens, attend to and facilitate ministry among youth, their family members, and youth staff in times of loss, crisis, or other challenging life events. The focus of this pastoral care is to support positive participation in youth retreats, and to connect individuals and families with local pastoral care support for ongoing care.

Financial & Planning

- Budget and manage retreat finances, ensure collection of retreat fees and submission of financial reports
- Submit hours weekly and plan for responsible use of work hours, supported by the Yearly Meeting Secretary as needed

Staff Community

- Encourage and contribute to a responsive, flexible, prayerful, and effective staff team, building up the Quaker movement in New England
- As possible and supportive, attend in-person workdays, and consistently attend staff meetings by videoconference

Information Management

- Make updates to information in the database as assigned

Communications

- Play a key role in telling the unfolding story of youth ministry, using communications to foster and lift up connections between focused youth programming, the life of local meetings, the wider spiritual condition of Friends, and Friends’ ministry in the world
- Maintain relevant content and sections of neym.org as assigned
- Engage elementary- and middle-school-aged youth, their families, and youth ministers via Mailchimp and social media as assigned
- Communicate through phone, email, etc. to support retreat organizing and outreach

- Contribute content as requested for NEYM e-newsletters and other communications

Liaison

- Serve as the point person for the Junior and Junior High Yearly Meeting programs, responding as appropriate to communications

Accountability

- Report to the YM Secretary and Youth Ministries Team via a written report after each event (and as requested) and to the Youth Ministries Committee to inform their work
- Maintain familiarity and act in accordance with current NEYM Personnel, Child Safety, and Data Privacy policies, and other relevant policies and procedures
- Submit expense reimbursement requests (to Accounts Manager) and other reports in a timely fashion
- With supervisor's support if needed, seek ongoing spiritual and emotional care from a support committee, elder, or spiritual nurturer