

**Currently Seeking Applicants – contact [sophia@ucol.ca](mailto:sophia@ucol.ca) for details.**

## **Children's Program Facilitator Job Description**

### **General Description:**

To work with the children ages 3-9 of United Churches of Langley on a weekly basis to promote spiritual growth, creativity, fellowship, and interest in the community life of the church.

### **Responsibilities: Children's Program Facilitator will work directly with the Minister to:**

- Plan and implement Sunday morning children's church programming including curriculum research and design, craft or activities supplies set-up and clean-up. *This can include Godly Play or other curriculum resources that will be made available by the church;*
- Support the planning and implementation of non-Sunday children family activities;
- Engage children of all ages and abilities to explore their faith in a fun, creative atmosphere;
- Create an environment that supports the health and safety of the children while in the building and during outside activities;
- Support the planning and implementation of intergenerational services with other children and youth leaders as well as Ministry and Music Teams.
- Support the overall vision, mission and values in all that we do together for the Children's Ministry

### **Accountability:**

- The Children's Ministry Facilitator is responsible to the supervising Minister of Children, Youth, Young Adults, Families and Communications of United Churches of Langley.
- The Ministry and Personnel (M&P) Committee will support and encourage this staff person, and will work to keep the lines of communication open between the supervising Minister, Board, and the Youth Leaders.
- Children's Ministry Facilitator will submit a short monthly report of activities regarding names of participants in attendance and a brief note on activities to the supervising Minister
- Hours and expenses to be submitted monthly to Minister for approval and submission to finance
- The Minister, Chair of the Board and M&P Chair or Children's Liaison may visit during the meetings with appropriate notice
- Direct line of support grievances to be directed to the Ministry and Personnel Committee and, if not resolved, then taken to the Board

### **Requirements:**

- Familiarity with The United Church of Canada theology as expressed at United Churches of Langley (can be cultivated during first quarter of employment)
- Demonstrated leadership skills with children
- Experience working with children ages 3-9
- Playful creative manner in engaging children of all ages and abilities
- Must have an updated Criminal Record Check submitted directly by police to United Churches of Langley, and must abide by the Sexual Abuse Policy and Ethical standards established by the United Church of Canada
- Criminal Record Check to be completed every 2 years

### **Hours:**

- 4-10 hours per week, depending on elements of position contracted
- For any time projected to exceed 40 hours per month, Sophia Ducey must be notified in advance and will request approval from M&P or the Board as needed

*For more information regarding employment or volunteering with children and youth at United Churches of Langley, contact Sophia Ducey, Minister of Children, Families, Youth, Young Adults, and Communications, [sophia@ucol.ca](mailto:sophia@ucol.ca), 778-316-4780.*

**Currently Seeking Applicants – contact [sophia@ucol.ca](mailto:sophia@ucol.ca) for details.**

## **Junior/Senior Youth Program Facilitator Job Description**

### **General Description:**

To work with the junior youth (ages 10-12) and senior youth (ages 13-18) of United Churches of Langley on a weekly basis to promote spiritual growth, creativity, fellowship, outreach, and interest in the community life of the church.

### **Responsibilities: Youth Program Facilitator will work directly with the Minister to:**

- Plan and facilitate of the youth programs: (currently: Junior Youth events, Senior Youth events and Joint Youth Events)
- Plan and facilitate Sunday morning programming for junior youth (ages 10-12)
- Facilitate a safe, creative and age appropriate faith and fun activities
- Host discussion on spirituality and faith issues
- Create a welcoming and inclusive atmosphere that will encourage the programs to grow
- Be responsible for the health and safety of the youth while in the building and during outside activities
- Engage follow-up communication with parents and youth about events and activities
- Support the youth participation in intergenerational services with other children's church, youth leaders and Ministry and Music Teams

### **Accountability:**

- Youth Facilitator is responsible to the supervising Minister of Children, Youth, Young Adults and Families of United Churches of Langley.
- Youth Facilitator will submit a short monthly report of activities regarding names of participants in attendance and a brief note on activities and any volunteer names to the supervising Minister
- Hours and expenses to be submitted monthly to Minister for approval and submission to finance
- The Ministry and Personnel Committee will support and encourage the Youth Facilitator and will work to keep the lines of communication open between the supervising Minister, Board, and the Youth Leader.
- The Minister, Chair of the Board and Chair of Ministry & Personnel may visit during the meetings with appropriate notice
- Direct line of support grievances to be directed to the Ministry and Personnel Committee and, if not resolved, then taken to the Board;

### **Requirements:**

- Familiarity with The United Church of Canada theology as expressed at United Churches of Langley (can be cultivated during first quarter of employment)
- Demonstrated experience with youth ages 10-12 in particular, and in addition any experience with ages 13-18 is an asset
- Must have an updated Criminal Record Check submitted directly by police to United Churches of Langley, and must abide by the Sexual Abuse Policy and Ethical Standards established by The United Church of Canada
- Criminal Record Check to be completed every 2 years.

### **Hours per Month:**

- 4-10 hours per week, depending on elements of position performed
- For any time projected to exceed 40 hours per month, Sophia Ducey must be notified in advance and will request approval from M&P or the Board as needed

*For more information regarding employment or volunteering with children and youth at United Churches of Langley, contact Sophia Ducey, Minister of Children, Families, Youth, Young Adults, and Communications, [sophia@ucol.ca](mailto:sophia@ucol.ca), 778-316-4780.*

## Position Currently Held by Sarah Veltman

### Youth Leader Job Description

#### **General Description:**

To work with the youth of United Churches of Langley on a weekly basis to promote spiritual growth, creativity, fellowship, outreach, and interest in the community life of the church.

#### **Responsibilities: Youth Leader will work directly with the Minister to:**

- Refine the how we express the overall vision, mission and values for Youth Ministry
- Discern the appropriate staffing for all youth programming
- Plan, recruit volunteer/staff support as needed, and facilitate Senior youth programs: (*currently: Sunday Morning JAM, Senior Youth Events and Joint Youth Events*)
- Plan and facilitate Sunday morning faith programming for Senior youth (ages 13-18)
- Facilitate safe, creative and age appropriate faith and fun activities
- Host discussions on spirituality and faith issues
- Create a welcoming and inclusive atmosphere that will encourage the programs to grow
- Be responsible for health and safety of the youth while in the building and during outside activities
- Engage follow-up communication with parents and youth about events and activities
- Support the youth participation in intergenerational services with other children's church, youth leaders and Ministry and Music Teams

#### **Accountability:**

- The Youth Leader is responsible to the supervising Minister of Children, Youth, Young Adults and Families of United Churches of Langley.
- Youth Leader will submit a short monthly report of activities regarding names of participants in attendance and a brief note on activities and any volunteer names to the supervising Minister.
- Hours and expenses to be submitted monthly to Minister for approval and submission to finance
- The Ministry and Personnel Committee will support and encourage the Youth Facilitator and will work to keep the lines of communication open between the supervising Minister, Board, and the Youth Leader.
- The Minister, Chair of the Board and Chair of Ministry & Personnel may visit during the meetings with appropriate notice
- Direct line of support grievances to be directed to the Ministry and Personnel Committee and, if not resolved, then taken to the Board

#### **Requirements:**

- Familiarity with The United Church of Canada theology as expressed at United Churches of Langley
- Demonstrated leadership and facilitation skills with youth ages 10-18 and young adult leaders
- Must have an updated Criminal Record Check submitted directly by police to United Churches of Langley, and must abide by the Sexual Abuse Policy and Ethical standards established by The United Church of Canada
- Criminal Record Check to be completed every 2 years

#### **Hours per Month:**

- Up to 10 hours per week maximum
- For any time projected to exceed 40 hours per month, Sophia Ducey must be notified in advance and will request approval from M&P or the Board as needed

*For more information regarding employment or volunteering with children and youth at United Churches of Langley, contact Sophia Ducey, Minister of Children, Families, Youth, Young Adults, and Communications, [sophia@ucol.ca](mailto:sophia@ucol.ca), 778-316-4780.*