



# FAIRLAWN

Connect with what matters in life.

**Position:** Children, Youth & Lay Ministry Facilitator  
**Reports to:** Senior Minister & Executive Director  
**Type:** Full-time (40 hours/week)  
**Hours:** Sunday: 8:30 AM – 4:30 PM  
Monday thru Thursday: 1:00 PM – 9:00 PM  
**Term:** 2-year contract position, subject to renewal  
**Support:** Part-Time Staff for Children and Youth Programming  
*This position will work closely with our Communications and Events Manager as appropriate.*

## About Fairlawn

Fairlawn Avenue United Church (FAUC) has a rich and proud history as a passionate and active congregation with exceptional offerings to our congregation and the broader community.

Through a strategic planning process we launched a plan known as *The Fairlawn Call* with a Mission to help people *Connect with what matters in life* by *Exploring Spirituality, Experiencing Belonging and Embracing Action*. Our Vision is to be a welcoming, vibrant church community. In early 2019 we began conducting additional research to refine our programming.

## The Position

This is an ideal position for a dynamic, high-energy and detail-oriented individual with exceptional relationship-building skills (with children, teens, adults and seniors alike). This role will create an environment conducive to the ongoing education and engagement of established and new members of our community of faith, including volunteers. This broadly entails overseeing the development, implementation and communication of innovative and vibrant programming in support of The Fairlawn Call.

This position liaises with the Fairlawn Governing Council and Youth Advisory Committee and carries out projects as delegated by the Senior Minister and Executive Director, in three areas, for the express purpose of supporting and strengthening:

### **Area #1: Children and Youth Programming (40% of Role)**

This role will be responsible for the successful operation of our existing Children and Youth programs in collaboration with internal stakeholders and the coordination of support staff and volunteers. More specifically:

- Coordinate and participate in all aspects of Children and Youth Ministry including but not limited to Nursery, Toddlers, Spirit Space, Messy Church, Kids in Action, Youth outings, Confirmation, and other programs as applicable;
  - Includes development of programming, tracking attendance and registration, communication with parents, and promoting programs with the Communications and Events Manager
- Work with internal stakeholders to ensure that Children and Youth programming is in line with United Church of Canada (UCC) guidelines, as well as established learning methodologies currently in use at Fairlawn Avenue United Church;

- Work with the Communications and Events Manager to facilitate congregational involvement opportunities across our primary Ministries to help merge our Children and Youth programming into Fairlawn, overall.
- Work with the Communications and Events Manager to drive social media and other pathways to engaging young families with little or no church background, to discover Fairlawn Avenue United as a community place for exploring values, meaning, purpose and belonging.
- Explore and introduce new and innovative forms of Youth Ministry that develop youth leadership capabilities, enhance youth's awareness of outreach and social justice issues, and promote social fellowship for youth and young people at Fairlawn and with other United Churches;
- Take a lead role in programming from nursery/toddler to tweens with a focus on intergeneration participation and an enduring commitment to faith in the United Church of Canada;
- Ensure child care is scheduled, both by staff and volunteers, when needed. For example, regular weekly programming and extended child care programming when required;
- Coordinate all administration required to operate this program in accordance with UCC, Federal and Provincial regulations; e.g., ensuring staff have required and up-to-date training, appropriate documentation (vulnerable sector checks), training (adherence to policies pertaining to duty of care, safety and harassment) and receive appropriate professional development and ongoing professional learning so they can deliver exceptional programming. This role would also be responsible for ensuring files are up to date and accurate.

#### **Area #2: Lay Ministry Support (40% of role)**

Equip and empower our volunteers to help Fairlawn live out our Mission, providing leadership in new initiatives as well as supporting volunteer recruitment. More specifically:

- Participate in meetings with our three primary purpose councils (Embrace Action, Explore Spirituality and Experience Belonging) as well as individual Lay Ministry teams as needed, to:
  - a) gain a deep understanding of programming within each Ministry
  - b) identify opportunities to bridge efforts where appropriate, and
  - c) identify opportunities to migrate Children and Youth programming as an overall part of these efforts.
- Support Lay Ministry teams by helping with project and event coordination;
- Work with Lay Ministry teams in the development of new initiatives;
- Help Lay Ministry teams discern validity of new programming using provided program assessment tools. And, help members to navigate approvals and the execution of a project/event/program and champion their ideas through from inception to fruition.
- Assist in volunteer recruitment, and serve as a mentor to help equip, motivate and train new volunteers to best enable their participation and contribution.

#### **Area 3: Overall Project Coordination (20% of role):**

- Ensure annual Events Calendar reflects all Children and Youth Programming and Lay Ministry activity;
- Volunteer coordination for regular activities including coffee hour, welcoming team, and other support positions as needed;
- Coordinate and implement two congregational barbeques (May and September);
- Foster relationships with staff, congregation members, volunteers and the community;

- Contribute to ensuring information is accurate and up-to-date for the development and distribution of *Greetings*, our weekly bulletin; *The Fairlawn Connection*, our three-times-per-year newsletter; and other communications vehicles;
- Support the Church Administrator by providing content and proof-reading Sunday Service slides developed using Easy Worship software, as well as the bulletin produced for these services – and serve as back-up in producing these materials when our Church Administrator is on vacation;
- Support the Communications and Events Manager as needed, commensurate with the tasks assigned to this role (e.g. event coordination, attending events, securing volunteers, etc.);
- Become proficient with and utilize our database software, Fellowship One (and help to train Lay Ministry Teams on how to best use the system to support congregational needs);
- Assist in ad hoc assignments and administrative tasks as required.

### **Qualifications**

- Knowledge, Education and Experience in the following areas.
  - With children’s programming in a religious or faith-based context that included curriculum development in addition to hands-on experience, in a position of responsibility.
  - Volunteer coordination/management skills (references from 3 volunteers who worked under your leadership will need to be provided);
  - Working in a project-management role;
- Excellent written and verbal communication skills; as well as proficiency in using MS Office applications (Word, Excel, PowerPoint and Outlook);
- Demonstrates a living spirituality;
- Relates well with all ages and is highly-skilled at developing meaningful relationships while mitigating conflicts;
- Creative, with effective organizational skills to deliver projects on time and on budget;
- Team player with ability to work at both a strategic and executional level;
- Strong interpersonal skills and demonstrated ability to build relationships with colleagues, volunteers, vendors, community members, children/youth and other stakeholders;
- Previous experience working within a church or non-profit environment would be ideal.

### **Remuneration:**

An annual salary \$45,500 - \$50,000 per year (depending on experience) plus participation in the United Church benefit program and pension. There will be a three-month probationary period and a vulnerable sector police records check will be required.

### **How to Apply:**

After reviewing the job description, please submit your resume with an accompanying cover letter summarizing how your previous work experience relates to the three areas of responsibility outlined in the description, and please indicate if you have the necessary qualifications for this position.

Kindly submit your application with the subject line: Children, Youth & Lay Ministry Facilitator to [admin@fairlawnavenueunited.ca](mailto:admin@fairlawnavenueunited.ca).

The application deadline is Friday, August 2, 2019. We thank all those who apply. Only suitable candidates will be contacted. No phone calls, please.