

Jubilee United Church – Children, Youth and Families Ministry Coordinator

Jubilee United Church (JUC) is a congregation of The United Church of Canada based in South Burnaby. We are an Affirming Community of faith and members of historically marginalized communities are encouraged to apply (including and not limited to: race, culture, religion, gender identity or expression, mental or physical ability, age, 2SLGBTQIA+). We are seeking someone who will positively and collaboratively contribute to the team we are continuing to create. For more information about the church see <www.jubilee-uc.ca>

We are currently recruiting for a permanent position: **Children, Youth and Families Ministry Coordinator (CYF)**

Overview

The Children, Youth & Family Ministry Coordinator (CYF) position is primarily responsible for leadership and support for Sunday morning programming, youth events, and occasional family events at Jubilee United Church. They will work in team with the Lead Minister to fulfill and live out the mission of Jubilee United Church.

Part time / hourly - 20 hours/week
\$26 - \$30 / hour

Summary of Position:

Oversee Sunday morning programming

Work with other hired and volunteer staff to provide programming

Occasional family events (including but not limited to Lent, Advent, Hallowe'en, annual picnic)

Monthly or bi-monthly youth programming

See the full position description

Attributes:

- Attention to detail
- Excellent verbal and written communication skills
- Friendly, with a helping orientation
- High degree of integrity and maturity
- Ability to multi-task
- Shows initiative
- Effective interpersonal skills
- Good problem-solving skills

This is a part-time permanent position.

You will represent the church internally and externally, and as such, are expected to share in preserving and enhancing the church's image and reputation of integrity, credibility, and honesty.

Only those considered for employment will be contacted.

Please submit your expression of interest, cover letter and resume to work@jubilee-uc.ca



JUBILEE UNITED CHURCH

A CONGREGATION OF
THE UNITED CHURCH OF CANADA

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Children, Youth & Family Ministry Coordinator May 2026

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This is a part-time (20 hours per week) appointment while a Ministry Profile is being developed. The contract is until June 30, 2027 with the possibility of extension. The pay range is \$26-30 / hour.

Accountability

The CYF is accountable to the governing body (Council), through the Ministry and Personnel Committee; supervision is offered by the Lead Minister who has both a role of support and accountability of staff to make decisions and effect change in a timely matter.

Autonomy in Decision-Making

Jubilee United Church is a policy governance model by which the Council has set policies by which the ministry and mission of the congregation are lived out, enacted by the Lead Minister. The CYF will implement programs that strive to fulfil that mission in support of the stated goals and budget, supported by the Lead Minister. The CYF will have autonomy to decide how to implement a curriculum that will be chosen by the Lead Minister with support from Regional staff.

Responsibilities

Core Ministry Groups

LEARNING (55%): Provides primary leadership and support for the Learning Core Ministry Group including responsibility for children and youth faith formation and spiritual nurture.

BELONGING (25%): Provides support to the Belonging Core Ministry Group with primary leadership for community building for families with children and youth and leads efforts to deepen relationships between all ages into the life of the congregation.

ADMINISTRATION (15%): Provides administrative functions related particularly to the Core Ministries of Learning.

WORSHIP (5%): opportunities to provide leadership in worship could exist

Associated Duties (*Capital letters indicate association with Core Ministry Groups*)

LEARNING: Faith Formation and Christian Education (55%)

Having responsibility for children and youth faith formation and spiritual nurture, this position will support, encourage and collaborate with others in creating intergenerational opportunities seeking to deepen relationship with God and to discover ways to live as Disciples of Christ. e.g. children's ministry (ages 3 to 10), youth ministry (ages 11 to 18), and family



Jubilee United Church gives thanks and acknowledges that we worship on the shared and ancestral territories of the hənq̓əmin'əm' and Sḵwxwú7mesh speaking peoples.



gatherings and events. Will also encourage congregants' involvement in various programs including regional youth conferences and retreats such as Evolve and Camp Spirit.

BELONGING/LEARNING: Leadership (25%)

Your leadership style and our community of faith needs seeks a leader who:

- Provides confident, people-oriented leadership.
- Leads "from behind"—motivates, encourages, is compassionate and supports others to share their own gifts for ministry.
- Demonstrates a highly engaging and inspirational approach to leadership—e.g., builds relationship and consensus, delegates and shares leadership appropriately, seeks a win-win outcome in difficult situations.
- Partners respectfully and genuinely with a wide range of groups both within and outside of our congregation and makes connections between and within these groups.
- Someone who is not afraid to take risks, to try new things, speak candidly, and fails with grace for others and themselves, knowing that failure often results in growth and learning.

Administration (15%)

Will provide content for the weekly newsletter, bulletin boards and other communications as needed or appropriate. Will maintain records of families and contact lists and be in regular communication with families

Worship (5%)

- Opportunities will arise for leadership – to their comfort level.
- Might provide leadership for intergenerational opportunities in worship
- Expected to be present and available during Sunday worship.

Self-Care

Sets goals for ongoing self-care by maintaining a healthy balance of their own physical, emotional, and spiritual well-being to include rest, recreation, and professional development. Collaborates with the Lead Minister to meet goals. Has self-awareness of when to reach out for assistance.

Required Knowledge, Skills, and Abilities

- A strong sense of call and willingness to learn the theological doctrine of the United Church of Canada
- willingness to deepen their Biblical literacy
- A known and felt language of faith and an ability to express this in a variety of ways to a breadth of ages
- Relates well to all ages
- Working knowledge of Office365
- Strong written and verbal communications
- Working knowledge of various social media such as Facebook and Instagram
- Police Information Check

Other Preferred Assets

- Godly Play certification (or willing to be certified)
- First Aid certification
- Canadian Protection of Children certification
- Knowledge of the spirituality of childhood
- Courses supporting neuro-diverse children
- Knowledge of the aging population and challenges
- Experience working with volunteers
- Driver's license and access to a vehicle
- Comfortable with virtual methods of communications (e.g. Zoom)

