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**URBAN GRACE CHURCH**

Urban Grace is an ecumenical church located in the heart of downtown Tacoma, WA. We seek to create a space that is truly welcoming to everyone; this is reflected in our congregation that is composed of young families, professionals, those struggling with homelessness and mental illness, those who are uncertain what they believe, and lifelong Christians who want new ways to live out their faith. We have a very ecumenical vibe with members from various Christian traditions and a worship service that varies from gospel to high liturgy. We are honored to be joined by former members of First Baptist church, which closed in 2005 and bequeathed her mission to downtown and her building to our bourgeoning community.

Urban Grace serves our city through an emphasis on Social Justice, Service, and the Arts. Our mission and commitment are reflected in the use of our 40,000 sq. ft. historical building which functions as a community center for Social Service organizations, Christian ministries, and Arts organizations. We have an 850-seat theatre, a dance studio, the city’s largest free community meal, and around twenty organizations that use our building every week.

Urban Grace has experienced consistent growth over the last five years; in the four years leading up to the pandemic our average attendance has grown from about 75 to 165 and the average number of kids on Sunday has grown from fewer than 10 to more than 40. We have seen an influx of folks with an evangelical background who are looking for a more inclusive, justice-oriented spiritual community. We have not met for worship in our building since the pandemic began, but our congregation has remained stable and [we have completed significant investments in our facility](https://www.thenewstribune.com/opinion/editorials/article250450861.html).

As we prepare to return to worshiping together, we are seeking a director to oversee our children’s and youth ministries. The director will be supported by a collaborative church staff team as they plan events, supervise the Sunday School staff, and coordinate the 40+ congregants who volunteer in our children’s ministries every year. We anticipate continued growth in our youth and children’s programs, so special consideration will be given to candidates whose professional experience and/or training has equipped them for an expanded role in the future. Special consideration will also be given to candidates who are well equipped to serve kids with diverse backgrounds and identities. Women, Persons of Color, and LGBTQ+ persons are encouraged to apply.

# Urban Grace

# Job Description and Qualifications

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| Position: | | Director of Children’s and Youth Ministry |
| Department: | | Youth & Family |
| Reports To: | | Senior Pastor/Director of Operations |
| Type of Position: | | Part-time, 25-30 hours/week, $20-$22/hour, DOE |
| Issue or Revised Date | | 05-20-2021 |
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| **Basic Summary**  Provide leadership, teaching, preparation and to direct the staff and volunteers of Urban Grace children’s and youth programs.  **Essential Job Functions** | | |
|  | **Program Coordination:** Coordination and oversight of all aspects of the children’s program including recruiting and scheduling volunteers and staff, lesson planning, room and materials preparation, greeting, monitoring and ensuring safety and documentation protocol, problem solving behavior management issues, and generally ensuring that the program runs smoothly. | |
|  | **Planning:** Choose consistent curriculum and methods for all Sunday School classes and then prepare lesson plans that will utilize this curriculum and be passed on to volunteer teachers. Order curriculum in a timely manner. | |
|  | **Worship & Special Events:** Coordinate children’s participation in worship services, including delivering children’s message at least once per month. Plan and coordinate annual Christmas pageant (or equivalent event) as well as additional seasonal events (i.e. summer outdoor activities, etc.). Assistance with other family-oriented events as needed. | |
|  | **Training & Meetings:** Provide consistent training for program volunteers and childcare staff (at least quarterly). Plan and lead periodic meetings with parents/families and/or attend social events in order to get to know parents/families better. (As applicable, connect with Congregational Care team to coordinate care for families in need including setting up meal trains, etc.). Meet weekly with supervisors. | |
|  | **Staff & Volunteer Coordination:** Recruit and schedule staff and volunteer teachers needed to provide adequate coverage for all Sunday School classes, special programs, and nursery. | |
|  | **Communication**: Consistent and clear communication to staff and volunteers about upcoming assignments, observations, requests, and concerns. Provide reports as requested. | |
|  | **Teaching**: Occasionally may need to fill in as storyteller, small group leader, or other needed roles in the program. | |
|  | **Facility and Supply Use:** Organize children’s rooms on a regular basis and order supplies as needed. Coordinate with Urban Grace staff for any maintenance, custodial or building related concerns, or project suggestions. | |
|  | Other duties as assigned. | |

**Required Qualifications**

* Education: Bachelor’s degree (or equivalent experience) in applicable field with strong preference for additional theological education
* Experience: Minimum two years experience as a leader in children or youth ministry (professional or volunteer)
* Proficiency in Microsoft Office programs and social media platforms
* Strong verbal and written communication skills in English

**Physical Demands**

* While performing the duties of this job, the employee is regularly required to talk, hear, read, write, and type at a computer.
* Specific vision abilities required by this job include close vision and the ability to adjust focus.
* Ability to climb stairs and navigate a large, historic 4-story building that does not have an elevator.
* Ability to grasp, lift, carry, and move objects of up to 30 lbs.

**Work Environment**

1. The majority of the time is spent in general office working conditions or rooms where Sunday School classes are taught.
2. Some exposure to noise, odors, and worksite hazards.

**Comments**

The Children’s Program Director must:

* Have a love for children and their varying abilities and personalities
* Be comfortable preparing lessons and teaching scripture narratives within Urban Grace’s welcoming and ecumenical environment
* Be able to create a safe, creative, and respectful learning environment that excites children about growing their faith life
* Be flexible to handle the changing needs of the church
* Be reliable, collaborative, self-motivated, organized, and have high integrity
* Have a flexible schedule with Sunday mornings required

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| *All employees are required to satisfactorily perform the essential duties and responsibilities of their position. • The essential duties and responsibilities listed above are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.* |