

## First United Church, Ottawa, ON

*As of: June 01, 2021*

<b>Job Title:</b>	Coordinator of Intergenerational, Youth and Children's Programming
<b>Reports To:</b>	Church Council through the Ministry & Personnel Committee

### Job Purpose

First United Church is seeking a part-time Coordinator of Intergenerational, Youth and Children's Programming to provide leadership for our progressive, affirming congregation's intent on developing intergenerational programming in all facets of congregational life. The position is 20 hours per week, for three years starting in March/April of 2022 though negotiable depending on the schedule of the successful candidate. Hours are flexible to allow for busier and slower times throughout the church year.

This individual will be supported by a congregational committee responsible for the promotion and implementation of an intergenerational vision. An intergenerational vision

- recognizes that people of all ages are an important and integral part of our community
- maximizes the development of relationships across generations.
- unleashes the authentic leadership of all generations allowing all voices to be heard.
- creates safe space that nurtures a context for all ages to share their gifts.
- attends to age-specific programming that understands stages of developments, stages not limited to childhood and youth, but which continue through the decades of adulthood.
- celebrates rituals to mark the transitions through the ages and stages of life.

As a faith community, First United is intent on responding to emerging realities for faith communities in the 21<sup>st</sup> century including an aging church population and reduced membership. While First United is fortunate because our faith community presently includes many families with children and youth and a healthy cross-section of people of all ages, we are impacted by this shifting demographic.

### Historical Context

First United has been a congregation that has discerned evolutions in its congregational life over the course of its history. As a faith community, First United is inspired and informed but not limited by the Christian story and recognizes the need for faith communities to evolved in order to remain vibrant and sustainable.

This has resulted in discernments such as:

- i. The union of First Congregational Church with Westminster Presbyterian prior to the official formation of the United Church of Canada in 1925. Earlier, in 1911, First Congregational Church had relocated from a downtown location to purchase the Kent Street building.
- ii. In the 1980's and 1990's, the congregation discerned around the full inclusion of the GLBTQ community through the provision of Holy Unions and later legal marriages. This emphasis evolved over the years as we deepened our efforts to be inclusive of all gender identities.

- iii. Beginning in 2002, the congregation discerned its future ministry and determined to sell the Kent Street building, a discernment process that led to the partnership with All Saints Anglican that started in 2007.
- iv. Early in the 21<sup>st</sup> century, First United intentionally engaged with Living into Right Relations with the First Peoples of Canada. Support for and participation in the Truth and Reconciliation Process as well as naming the impacts of “settler” actions has been a vital evolution in congregational vision.
- v. In 2018, we embarked on a New Ways Project, embracing the importance of discerning new ways of living our faith into the 21<sup>st</sup> century by adjusting to societal, demographic and religious changes. This project has lifted up the importance of intergenerational ministry as well as wider definition of Spirituality.
- vi. Recently, intentional focus is being placed on racial justice and the recognition of unconscious bias and ongoing discrimination. This is impacting our self-understanding as a community of faith as we ensure that we name and celebrate racial diversity.

## **Duties and responsibilities**

This contract has two primary functions:

- 1) Supporting congregational leaders in nurturing an intergenerational culture at First United so that all ages contribute to the life of the congregation with a particular focus to include the voices of children, youth, and young adults, by:
  - supporting a culture and developing programs where persons of all ages feel genuinely included and welcomed, programs that will include times when the whole community gathers together on both Sundays and other times;
  - fostering intergenerational opportunities and programs for congregants to develop relationships across ages;
  - engaging with youth and young adults (15 – 30) to integrate them into congregational life in a way that works for them;
  - supporting all ministries (committees) within the congregation in developing an intergenerational perspective when planning events to ensure intergenerational participation.
  - supporting technology and communications that enhance the intergenerational goals.
- 2) Supporting the congregation to resource children and youth programming by:
  - supporting congregational leadership in providing volunteer-led programming for nursery, children and youth, including implementation of an existing home-grown curriculum for children and the J2A programming for youth;
  - resourcing and developing training and supportive networks for volunteers to implement program delivery;
  - resourcing the development of a supportive network for families of children and youth with particular sensitivity for children with exceptional needs;
  - developing sustainable systems for the smooth operations of Sunday and mid-week programming (snacks, room set up, Duty of Care protocols).

## Clarifications/Expectations

- Must have a valid police vulnerable sector check.
- Attend most Sunday services to support volunteers, provide planned programming, network with congregants, and make announcements as required.
- Work space at the church is available, and working remotely is welcomed.
- Administrative assistance is available from the Church Administrator.
- On occasion, must be available to work in the evening.
- No formal theological education or training in professional pastoral care is required, but is considered an asset.

## Qualifications

### Work Experience (paid or volunteer)

- Project Management
- Experience working with volunteers
- Experienced in working with children, youth and families;
- Working in not-for-profit settings and working in a church setting is preferable.

### Education

- Relevant post-secondary education is desirable.
- Completion of first aid/CPR training is desirable.

### Qualities

- Leadership skills; self-directed, self-motivated and takes initiative;
- Good communicator – both verbally and in writing;
- Strong social skills;
- Comfort in working with diversity of races, sexual orientation, gender identifies, ages
- Creative thinking;
- Organized, good time management skills;
- Works well independently and collaboratively with a team (of staff and/or volunteers);
- Flexible and responsive to evolve as the work unfolds.

First United Church strives to maintain an inclusive and diverse workplace and is an equal opportunity employer. We encourage applications from members of all underrepresented groups (e.g., women, persons with disabilities, Indigenous Peoples, racialized minorities, and individuals from the LGBTQ2+ community).

## Terms of Employment

### Remuneration:

- \$28 an hour, 20 hours a week (flexibility offered with possibility for summer off if desired);
- Four weeks of vacation per year;
- Employee Benefits offered through the United Church of Canada.

## References

Provide at least three references who can verify specific examples of relevant experience.

## Working conditions

The Coordinator of Intergenerational, Youth and Children's Programming is a 20-hour per week employment contract position effective March/April 2022 to March/April 2025.

The Coordinator is accountable to the Church Council through the Ministry and Personnel Committee, which will provide oversight, ensure good working relations, serve as a resource in times of conflict, and ensure appropriate working conditions. The Coordinator will be part of the staff team, and will be supported by regular meetings with the minister and staff to integrate priorities and evolving nature of this intergenerational into the life of the congregation. The job will require evening meetings approximately once a month, as well as regular Sunday presence.

First United is a diverse and welcoming congregation. The Coordinator is expected to be respectful of all who attend or who are associated with First United and those associated with the children and youth programs/curriculum.

<b>Approved by:</b>	
<b>Date approved:</b>	