

CHILDREN, YOUTH, FAMILY, AND COMMUNITY ENGAGEMENT COORDINATOR JOB DESCRIPTION

Position Risk Level:

HIGH

Nature of the Position

The Children, Youth, Family, and Community Engagement (CYFCE) Coordinator is an integral part of the parish ministry team and an ambassador to the internal and external community, nurturing intergenerational connections, recruiting lay leaders and volunteers, and centering the work of CYFCE in the life of the congregation.

Outline of Responsibilities

Administration

- Recruit volunteers needed for CYFCE
- Facilitate onboarding, education, and training of CYFCE volunteers as needed, including code of conduct policies such as Safe Church
- Liaise with parish office regarding screening requirements and process for CYFCE volunteers
- Facilitate access to CYFCE curricula and other education and faith formation materials
- Schedule CYFCE volunteers
- Schedule CYFCE activities in consultation with parish staff, leadership, and planning calendar
- Assist volunteers with planning Children's Church lessons and activities as required
- Facilitate procurement of CYFCE supplies as required
- Facilitate collaboration between CYFCE and other ministries (e.g. music ministries; worship) on joint activities
- Source potential CYFCE activities in the wider community
- Oversee and track CYFCE budget spending
- Report at least quarterly to the Corporation on activities, accomplishments, opportunities, and areas of challenge in CYFCE

Communication

- Advertise appropriate CYFCE activities in the wider community using engaging content
- Communicate regularly with CYFCE volunteers and participants about activities and events
- Maintain regular contact with diocesan CYFCE coordinator, communicating events, activities, opportunities, and resources to volunteers, leadership, and congregation as appropriate
- Develop and maintain relationships with other parish CYFCE program leaders to share resources and collaborate on programming as appropriate

Education and Faith Formation

- Assist with selection and deployment of CYFCE curricula and programming, collaborating with the rector and other leaders
- With Children's Church teachers, plan lessons and activities that are consistent with the liturgical calendar and observances of the whole parish
- Serve as a Children's Church teacher or assistant when required
- Coordination of an annual Christmas Pageant
- Maintain awareness of available Christian education and faith formation resources

Mission

- Engage in missional listening with community groups (e.g. parent meet-ups; after school programs) to discern needs in our neighbourhood
- Propose CYFCE activities and programs that respond to needs in our neighbourhood

Skills and Experience

Required

- A sincere faith in God and commitment to the Christian faith and service, including knowledge of the Bible
- Willingness to present and uphold faith traditions and beliefs consistent with those of the Diocese of Niagara (Anglican Church of Canada)
- Commitment to intergenerational CYFCE in a parish setting
- Strong time management skills
- Able to work independently, without direct supervision
- Able to work in collaboration with others
- Effective verbal and written communication in English, in person, email, and telephone
- First Aid with CPR training (or willingness to be sent for training)

Assets

- Formal training and experience teaching children and youth
- Familiarity with Christian education and faith formation resources
- Familiarity with Anglican Church of Canada tradition and practice
- SafeTalk, Mental Health First Aid, or related certification

Boundaries and Limitations

- Expected to work on-site at Church of St John the Evangelist
- Must abide by Diocese of Niagara Safe Church policy

Required Outcomes and Responsibilities

First Month

- Complete church mandated training programs including AODA and WHMIS
- Develop curriculum and materials for the upcoming semester's children and youth programs
- Forward details about children and youth programming and events to parish office with instructions for publicity and media distribution to parish and community

First Quarter

- Plan and host two meet and greet events to establish/reinforce relationships and give an outline of the curriculum for the coming semester; one with regular participants and their families, the second with volunteers that support CYFCE in the parish
- Run at least one multi-generational family event
- Connect with at least 6 community partners and advocates for children programming in the city/region to develop a network, share resources, and advertise programs
- Recruit at least two new CYFCE volunteers to ensure support of programming; ensuring proper recruitment and screening measures are followed
- Meet and establish a cooperative plan with the director of the Junior Choir

First Year

- Develop, implement, and conduct children's programming that makes clear connections with the church calendar, ties in with the scripture readings and themes being experienced in adult worship, and fosters the faith of the participants
- Prepare and submit a draft CYFCE budget for the 2026/2027 program year by 15 November 2026
- Maintain and nurture relationships with community partners established in first quarter
- Maintain weekly engagement with 85% of the volunteers involved in CYFCE
- Increase CYFCE volunteer pool by 10% beyond first quarter recruitment; ensuring proper recruitment and screening measures are followed

Risk Assessment Review

Risk	Description	Rating
Participant	Children under 12	High
Setting	Church, Activity Centre, Crypt, community	Medium
Activity	Education, faith formation	Medium
Supervision	Always in groups with at least two adults present	Medium
Nature of Relationship	Extends over time	Medium
Degree of Authority	Some authority	Medium
Physical Safety	Minimal physical risks	Low
Financial	Responsible for CYFCE budget spending and tracking	Low
Privileged Information	Some possession of privileged information	Medium
Overall Risk to Person	Potential risk of damaged reputation, stress, safety	High
Overall Risk to Parish	Potential risk of damaged reputation, legal claims, loss of insurability	High
Overall Risk to Diocese	Potential risk of damaged reputation, legal claims, loss of insurability	High

Consensus of Risk Assessment = High

Supervision, Support, and Training

The CYFCE Coordinator reports directly to the Corporation (rector and churchwardens.) There will be regular check-ins and an annual review of activities, accomplishments, and areas for improvement.

There is an annual budget of \$250 for professional development for this position. These funds may be used by the CYFCE Coordinator as they desire and as approved by the Corporation. The Corporation are also available to assist with additional resources that may be required for CYFCE activities and programs, to resolve conflicts that may arise, and as general supports for the CYFCE Coordinator

Diocese of Niagara Safe Church training is mandatory for this position. Other training may be required from time to time (e.g. for deployment of a new CYFCE curriculum) as determined in consultation with the Corporation.

Participation Group

The CYFCE Coordinator works with an intergenerational group from across the congregation of St John the Evangelist and the neighbourhood. This will include children as young as infants up to teenagers, as well as adult volunteers and participants of all ages.

Documentation and Screening Requirements

- Signed contract
- Signed acknowledgement of reading and understanding this job description
- Current and valid Police Record Check and Vulnerable Sector Screening
- Documentation of relevant certification
- Employment references

Length of Term

This is a permanent, part-time position subject to the terms of the employment contract.

Time Requirement

This position has a flexible schedule of 12 hours per week with mandatory Sunday morning obligations; typically 8:30 am - 1:00 pm on Sundays. All hours are expected to be worked on site at the Church of St John the Evangelist, or engaging in missional activity in the neighbourhood and region.

Salary and Benefits

The starting salary will be commensurate with experience and skills, no less than \$14,200 per year (\$22.60/hour).

Benefits include:

- \$250 per year for professional development and continuing education expenses
- Paid vacation and holidays per the terms of the employment contract