

**Ministry Title:** 4th-6th Grade (U2) Ministry Coordinator

**Weekly Hours:** Approx. 10-15 hours per week

**Reports to:** Director of Children's Ministry

**Direct Report(s):** Ministry Volunteers

**General Provisions:**

1. Supports congregational and staff goals towards fulfillment of our mission to *Love God, Grow in Christ, Live to Serve*, and demonstrates commitment to our welcoming statement: *You are a beloved child of God, and You are welcome here! We celebrate you unconditionally as a child of God, made in God's infinite image. Jesus calls us to love ALL people - no exceptions, no conditions. Guided by the Holy Spirit, we seek to be a church that loves and affirms all people.*
2. Read and agree to the Church of the Master Employee Handbook
3. Work in Consultation with Senior Pastor and Children's Ministries Director
4. Must complete required background check and Safe Sanctuary Policy training

**Expectations and Regular Duties:**

1. Attend monthly staff meetings.
2. Working with Director of Children's Ministry:
  - A. Create an atmosphere within the U2 program that all children, regardless of age, race, ethnicity, gender, or sexual orientation/identity feel welcome, safe, affirmed, and loved.
  - B. Develop and maintain meaningful relationships and open lines of communication with all U2 parents, as well as with the broader congregation, regarding the activities and initiatives of the program through worship bulletins, newsletters, email communications, and social media platforms.
3. Develop, coordinate, manage, and implement the following programs, whether year-round or seasonal in nature in discussion with Children's Ministries Director:
  - A. Regular group mission and fellowship activities on Thursday nights at M&Ms
  - B. Sunday School/Faith Development during Sunday morning worship times
  - C. Programs that are coordinated with liturgical calendar/chosen curriculum
  - D. Involvement in mission and outreach opportunities
  - E. Supervision and the arrangement of the U2 room
  - F. Assisting in planning and facilitating VBS
  - G. Children's Message once a month during 11am Worship
  - H. Quarterly fellowship events
4. Recruit, co-ordinate, train, motivate and support volunteers to implement a creative and effective ministry, enabling U2 children to grow and to live in Christian discipleship.
7. Attend and participate in meetings of the program staff and the Leadership Council as

needed/directed.

8. Participate in performance review process in accordance with both SPRC/Leadership Council and district requirements.

9. Expected to participate in a continuing education activity and or training event relevant to the area of responsibility, in consultation with the Director of Children's Ministry and the Senior Pastor. Approved continuing education expense will be reimbursed by the church upon verification of completion.

10. Other duties as assigned by the Senior Pastor or Children's Ministries Director.

**Education and Experience:**

U2 Coordinator will have will have a high school diploma and an undergraduate degree in ministry and/or education related fields, or commensurate experience.

**Holidays and Vacation:**

Granted in accordance with the Employee Handbook

**To send your resume, contact** Rev. Katya Brodbeck, [seniorpastor@chmaster.org](mailto:seniorpastor@chmaster.org) and Cindy Hughes, [children@chmaster.org](mailto:children@chmaster.org)

**Application Deadline:** July 10th, 2026