



North Shore United Methodist Church

A Reconciling Congregation

213 Hazel Avenue
Glencoe, IL 60022-1775
On the corner of Greenleaf and Hazel
One block west of Sheridan and one block south of Park

Church Office: (847) 835-1227
Email: info@northshoreumc.com
Website: northshoreumc.com

Job Title: Children and Youth Ministries Coordinator

Location: North Shore United Methodist Church / Glencoe, Illinois

Position Type: Part-Time

Reports To: Senior Pastor

Works in close collaboration with the other church staff, the Children and Youth Education Committee, and the Staff Parish Relations Committee (SPRC)

North Shore United Methodist Church

Glencoe: North Shore United Methodist Church (NSUMC) is a small and vital congregation in Chicago's Northern suburbs. We have a long tradition of providing a spiritual home to children and youth of all ages, emphasizing collaboration and inclusion. Children and youth participate together in worship, education, and mission activities designed to foster their faith and raise awareness of the world and their place in it.

Position Summary

NSUMC is seeking a **Children and Youth Ministries Coordinator** to provide leadership, vision and coordination for ministries serving children and youth (pre-K through 12th grade). This role focuses on nurturing spiritual growth aligned with the church's mission to *Love, Serve, and Renew* by building meaningful relationships and creating engaging ministry opportunities for young people and their families in a small church setting .

Key Responsibilities

- Plan and oversee Sunday morning programming for children and youth and at other times as determined, including Bible studies, fellowship events, service projects, mission opportunities. and seasonal programs which include, but are not limited to, smmer Vacation Bible School, Christmas pageant, and Lent/Easter activities
- Maintain a safe, welcoming, and inclusive environment for all participants.
- Develop age-appropriate lessons, activities, and discipleship opportunities.
- Collaborate with church staff and pastor to integrate youth and children into the life of the church
- Communicate regularly with parents, volunteers, and church leadership
- Organize outreach opportunities and community engagement activities for young people
- Ensure compliance with church safety policies and child protection procedures
- Assure compliance with Safe Sanctuaries policies in all children's/youth interactions

NSUMC Children and Youth Ministries Coordinator, continued

Family Engagement

- Communicate regularly with parents/guardians
- Provide resources and encouragement for faith formation at home
- Partner with families to support spiritual growth

Administration and Communication

- Collaborate with Pastor, church staff and church leaders
- Maintain Children and Youth calendar and monitor budget (in coordination with church leadership)
- Ensure that Children and Youth events are communicated with on a timely basis through bulletins, email, website and social media
- Keep emergency information updated
- Attend staff meetings and appropriate church leadership meetings

Preferred Qualifications

- Experience working with children and/or youth (faith based or educational setting)
- Degree or coursework in education, ministry, theology or related field
- Strong organizational and communication skills
- Ability to work collaboratively with staff and volunteers in a small church environment
- Background check required

Work Schedule

- Approximately 20 hours/week.
- Sunday availability required.
- Occasional evenings and special events.

Compensation

- Salaried position: \$16,000 - 20,000 annually, to be negotiated depending upon experience
- Vacation time included

How to Apply

Interested candidates should submit a **resume and brief cover letter** to:
SPRC@northshoreumc.com

Start date: Summer 2026 preferred but open to negotiation