



Children's and Youth Ministry Leader

Location: Coast Community Church, Kapiti Coast **Hours:** 40 hours/week (flexible, includes Sundays and some evenings) **Reports to:** Eldership

Role Overview

At Coast Community Church, our mission is *Proclaiming God's Grace, Nurturing Followers of Christ*. The Children's and Youth Ministry Leader plays a vital role in living out this mission—cultivating a vibrant, Spirit-led ministry that helps children and young people encounter God's grace and grow as devoted followers of Jesus.

This role serves both within the church and in the wider Kapiti community, creating spaces where children and young people are welcomed, discipled, and empowered to live out their faith. It reflects CCC's core values: Scripture, Worship, Prayer, Evangelism, Discipleship, Servant Leadership, and Unity in Relationships.

Key Responsibilities

Church-Based Ministry

- Lead and develop Sunday ministries (Kidzone & Ignite) with age-appropriate teaching and worship
- Lead and support Kidzone and Ignite volunteer teams with humility and accountability
- Plan rosters, source resources, and create engaging environments for children and youth to grow in their faith relationships
- Plan and implement how best to integrate children and youth into services
- Welcome new families and ensure a safe, inclusive environment for parents, children and young people within the ministries. Provide wrap around services to these families to best ensure needs are being met.
- Ensure all health & safety policies are upheld

Youth Engagement

- Lead weekly youth activities, e.g. Friday Night Hangouts, EPIC events, (themed youth nights or events)
- Explore discipleship pathways (e.g. Youth Alpha, Bible study groups)
- Mentor youth and build relationships with parents and carers
- Encourage youth participation in church life and intergenerational relationships
- Foster a culture of servant leadership and spiritual growth among young people

Community Connection

- Build bridges between CCC youth and Kapiti youth networks
- Collaborate with other local church youth leaders (e.g. MERGE events)
- Provide outreach opportunities for youth to encounter Jesus through word and action

Administration & Oversight

- Work with Eldership to shape vision and strategy through prayerful collaboration
- Complete administrative tasks (e.g. reporting, finances, rosters)
- Ensure volunteers are properly vetted and supported
- Occasionally assist with broader church needs beyond youth/children's ministry

Weekly Rhythm

- **Sundays:**
 - Lead children/youth ministries (3 out of 4 Sundays)
 - Participate in services and receive teaching once/month
- **Weekdays:**
 - Run youth events, discipleship groups, mentoring, planning, and admin
 - Maintain regular communication with youth and families (e.g. social media, visits)
 - Submit a brief weekly activity summary to designated elder (e.g. attendance, highlights, challenges, upcoming plans)
- **Evenings:**
 - As required for youth engagement and events

Reporting & Support

- **Weekly Check-ins:**
 - Submit a short activity report to a designated elder for visibility and encouragement
- **Quarterly Reviews:**
 - Meet with two key elders for structured reflection, feedback, and goal-setting
 - Review ministry progress, team health, spiritual growth, and personal wellbeing
- **Pastoral Support:**
 - Elders will provide spiritual and emotional support, including prayer, mentoring, and opportunities for rest
 - One Sunday per month reserved for receiving teaching without ministry responsibilities.
- **Professional Development:**
 - Opportunities for training, conferences, and peer learning encouraged and supported
- **Team Collaboration:**
 - Regular connection with other ministry leaders to align vision and share resources

Key Relationships

- Elders (vision, reporting, pastoral support)
- Deacons (practical needs)
- Ministry Leaders (collaboration and integration)
- Parents and carers (communication and partnership)

Desired Attributes & Skills

- Passionate follower of Jesus with active spiritual disciplines
- Loving, caring, and inspirational presence
- Engaging leadership with a servant heart
- Relational communicator with youth, parents, and volunteers
- Visionary and strategic thinker with a “can-do” attitude
- Skilled in recruiting, training, and leading teams
- Adaptable, trustworthy, and motivational
- Confident presenter across age groups
- Familiar with safeguarding and health & safety practices

- First Aid certification preferred

Qualifications & Experience

- Minimum 2 years' experience in children/youth ministry or similar
- NZ citizenship or valid working visa

