

**Galloway Memorial United Methodist Church**  
**Tween's Ministry Coordinator**

**History of the Tweens (5<sup>th</sup> and 6<sup>th</sup> grade students) Ministry at Galloway:**

The Tweens Ministry was created in the spring of 2018 after it was recognized that the church was not retaining children in this age group and a program was needed that was more engaging for that age group. A room/area was created specifically for the Tweens, and a Tweens coordinator was hired to begin building the program. Since its creation, the Tweens program has established a Sunday school program and curriculum specifically for this age group, Friday night events specifically for Tweens, holiday events specifically for Tweens, and a once a month Sunday night program. Future goals include introducing a weekly Bible study and creating more monthly events.

**Overview and Objective:**

To assist Galloway United Methodist Church in growing a sustainable Tween's Ministry through programming and activities designed to promote both faith and fellowship among Tweens and assist them in successfully engaging in ministries throughout the church.

**Position:** Tween's Ministry Coordinator

**Work Schedule:** 10-12 hours per week generally (with the exception of events such as retreats and VBS)

**Description & Duties:**

1. Plan and implement lesson in Tween's Sunday School on Sunday mornings from 9:30-10:45am as lead Sunday School teacher with assistance from volunteer classroom helpers.
  - a. Work with Children and Family Ministry Director to select curriculum for Tweens Sunday School Class.
  - b. Recruit necessary and Safe Sanctuaries qualified volunteers to assist on Sunday mornings.
2. Attend and participate in weekly planning and supervision meetings with the Children and Family Ministry Director – Time and Day TBD at start of job.
3. Attend and participate in meetings of the Children and Family ministry team on designated Sundays (usually every 2 months).
4. Attend and assist with Sunday Night Live.
5. Plan and implement monthly Tweens Night one Sunday Night a month (to coincide with Sunday Night Live program).
6. Plan and implement quarterly events for spiritual formation and relationship building among Tweens (5<sup>th</sup> and 6<sup>th</sup> grades).
7. Work with Children and Family Ministry Director and Student Ministry Director to plan and implement special events including, but not limited to confirmation retreats/events and Tweens VBS.
8. Promote Tweens activities through multiple forms of communications including, but not limited to mail-outs, email, and social media postings.
9. Perform other duties relating to the Children and Family Ministry as needed
10. Work closely with the Children and Family Ministry Director and the Student (Youth) Ministry Director.
11. Work closely with other staff in the on-going implementation of the ministry strategy

**Qualifications:**

- Must pass a full background and credentials check as set out in the Safe Sanctuaries Policy of Galloway United Methodist Church.
- Must possess the organizational skills to create and lead programs to engage children in weekly development of their spiritual gifts and church family relationships.
- Embraces and understands Galloway's Discipleship Portrait:
  - What does it look like to be Jesus Centered?
    - Loved and Accepting
    - Confident and Questioning
    - Compassionate and Engaged
- Salary commensurate with experience and education

## Tweens Ministry Coordinator Application

Name: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Church Affiliation/Membership: \_\_\_\_\_

Current Education status: \_\_\_\_\_

Please provide answers to the following questions below or attach on separate paper:

What are your primary reasons for seeking to serve as Tweens' Coordinator?

What experience do you have working with children and organizations (churches, campus groups, camps, etc.)? And how have those experiences shaped your life?

What are **three** gifts or strengths you would bring to Tween's ministry?

How would you balance your work/school/personal/extracurricular activities with your role as Tweens Coordinator?

Please provide at least **three** personal references (one must from a pastor at your home church), and at least **one** reference from a college professor or administrator at the college you currently attend. If you are no longer attending college, please provide at least **one** professional reference.

Reference Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Association: \_\_\_\_\_  
Email: \_\_\_\_\_

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Please email completed application to Meg Hanes, Children and Family Ministry Director, at [mhanes@gallowayumc.org](mailto:mhanes@gallowayumc.org)