

Cordova Bay United

Announcements

August 20, 2023

Keep in Touch

Upcoming Events

Sunday, August 20

- * Worship, 10am, In-Person and Livestream
followed by Fellowship Time in the Hall

Monday, August 21

- * Ethel Wilson Summer Bocce Ball League,
1:15pm, Off-site

Tuesday, August 22

- * Worship meeting, 9:30am, Friendship Room

Office Hour Change

There will be a change to office hours for the following weeks. Below are the hours the office will be open.

Week of August 20 to 26,

- Tuesday, August 22, 9am to 2pm

Week of August 27 to September 2

- Wednesday, August 30, 9am to 11:30am
- Thursday, August 31, 9am to 2pm

Starting Wednesday, August 30, Jane Shumka will return from holidays and the office will begin regular hours, Mondays & Wednesdays, 9am to 11:30am, and Tuesdays & Thursdays, 9am to 2pm.

Minister

Pastor Beth Parsons
bethparsons@cbunited.ca

Music Director

Sharon Prindle-Collins
music@cbunited.ca

Council Co-Chairs

Jiemei Li
jiemeili@hotmail.com
250.704.0168

Laurie Mueller

lbmueller@shaw.ca
250.213.2355

Office Administrator

Jane Shumka
office@cbunited.ca

Programs Assistant

(June, July, August)
Leslie Moffat
office@cbunited.ca

Children & Youth

Program Coordinator
Leslie Moffat
childrenyouth@cbunited.ca

CORDOVA BAY UNITED

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Victoria, BC V8Y1J9
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www.cbunited.ca

Announcement from Council

As you recall, in March this year, the congregation approved a half-time position for a children and youth minister. However, we were not able to fill that position. In June, Council decided to change that position into a non-ministerial position that can be filled by a lay person.

During the summer, under Pastor Beth's guidance, some members from Council worked on a job description for a half-time Children, Youth, and Young Adult Program Coordinator.

Council approved the job description last Friday. So we are now advertising the position for the next three weeks.

Council has also appointed a hiring team to conduct the hiring process. The voting members are: Moira Dennis, Leslie Moffat, and Bill Walker; and their work will be supported by Pastor Beth Parsons as the minister representative and Jiemei Li as the facilitator.

The advertising flyer will be posted on our CBUC website, included in our CBUC weekly Bulletin, will be sent to local United Churches and to the Pacific Mountain Region bulletin board, and will be forwarded to any interested inquiries.

The hiring team will review the applications, shortlist candidates, conduct interviews, check references, select the best candidate and negotiate the employment terms. The recommendation will be submitted to Council for consideration and approval.

We are hoping the hiring process can be done by mid to late September with the successful candidate starting October 1.

In the meantime, Leslie Moffat will cover as the interim coordinator for the month of September.

Please spread the word. Forward the information to people you know who may be interested. Thank you!



Celebration of New Ministry

Join us on Sunday, September 17 at 3:00pm in the Sanctuary to celebrate the new ministry of Pastor Beth Parsons.



This is a special covenanting service between the church and Pastor Beth. More details will be announced closer to the day. We hope you can join us.

Offering Counters Urgently Needed

We need at least three "teams" to count the offering following Sunday services. A "team" is two people who would count, record and deposit at the bank, the offering for the week.



You would be asked to serve for one Sunday a month and if you are interested and would like to help in this essential work for our congregation please contact: Peggy Dayton (250-896-1858) or Ria Korteweg (250-658-8489) for further information.



Desk Needed

Cordova Bay United Church is in need of a small desk for one of our offices. If you have a desk and are interested in donating it, please contact the office.

Golf Social

Sunday, September 24 at 4pm.



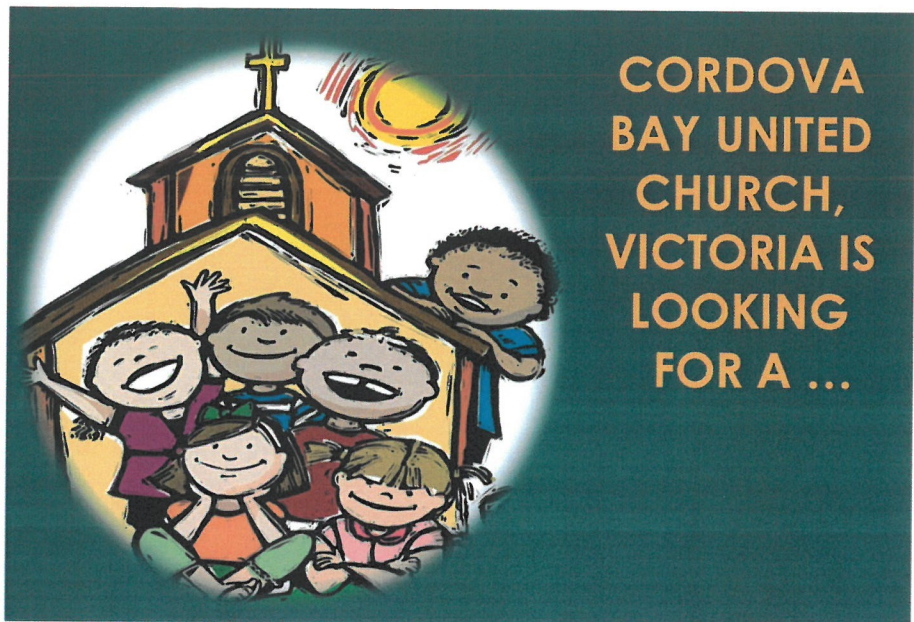
This fun golf event for friends and family members will have 36 golfers over 9 holes at The Ridge. Afterward an unlimited number of friends and family members will join the golfers for a potluck social at the church.

To sign up to participate please email Doug Thompson at dbtfriends@outlook.com.

Food Donation Reminder

When donating any food products to Our Place, please remember they must be unopened. Thank you.





**CORDOVA
BAY UNITED
CHURCH,
VICTORIA IS
LOOKING
FOR A ...**

**CHILDREN, YOUTH,
YOUNG ADULT
PROGRAM
COORDINATOR**

20 HOURS/WEEK

If you are dynamic, creative, love working with people and are familiar with the teaching of the United Church of Canada, **this exciting job opportunity may interest you.**

The Children, Youth, and Young Adult Program Coordinator plans, coordinates, and leads, Christian based programs and activities for children, youth, and young adults in the Church community. The job description is posted on the Cordova Bay United Church website:

[CORDOVA BAY UNITED CHURCH /Home \(cbunited.ca\)](http://CORDOVA BAY UNITED CHURCH /Home (cbunited.ca))

(N.B. Use **CTRL Click** to activate)

The position pays \$2200 per month with benefits and begins this Fall.

Apply as soon as possible, no later than September 4, 2023, with a cover letter and resume.

Questions:

Contact: Jiemei Li

Email:

jiemeili@hotmail.com

To Apply:

Submit cover letter
and resume to:

office@cbunited.ca

Applications must be
received by Sept. 4.
2023.

Interviews will be
arranged following this
date for short listed
candidates.

CORDOVA BAY UNITED CHURCH JOB DESCRIPTION

Children, Youth and Young Adult Program Coordinator

August 4/23

POSITION TITLE: Children, Youth, and Young Adult Program Coordinator

POSITION SUMMARY:

The Coordinator leads, plans, coordinates, and promotes Christian based programs and activities for children, youth, and young adults. The position works in conjunction with the Minister for Worship and Congregational Life; the Children, Youth, and Young Adult, (CYYA), Committee; the Worship Team; and the CYYA Program Assistant.

ACCOUNTABILITY: This position is accountable to the Congregation through the Minister of Worship and Congregational Life who will provide mentorship and guidance and through the Ministry & Personnel committee.

HOURS OF WORK/COMPENSATION: 20 hours per week, including 3 – 4 Sundays per month and present for the Christmas and Easter seasons. Wage \$2200 per month plus benefits, including 2 weeks' vacation per year incorporating 3 Sundays.

KEY RESPONSIBILITIES: The Coordinator:

1. Plans, coordinates, and leads the weekly "Spirit Kids" (Sunday School) program, working in conjunction with the Children Youth, and Young Adult Committee. Weekly, this includes, but is not limited to:
 - organizing curriculum components, lesson plans, crafts, and activities to provide programs for the Spirit Kids participants.
 - leading and teaching the Spirit Kids program on most Sundays.
 - recruiting, training, and overseeing the volunteer teaching team members.
2. Ensures that United Church of Canada (UCC) policy is met to keep children safe and the UCC Duty to Care is followed.
3. Plans, organizes, and leads regular events appropriate for children, youth, and young adults of varying ages, including Messy Church, youth group and young adult activities, etc.
4. Plans, organizes, and leads Messy Church** 5 – 6 times a year.

**Messy Church is an activity-based program that attracts a broad range and age of young children including those who do not attend Spirit Kids.
5. In conjunction with the Minister of Worship and Congregational Life encourages children, youth, and young adult participation in worship services, e.g., lighting the Christ candle, reading prayers, etc.
6. In coordination with the Minister, develops and leads "A Time to Wonder" for the children and youth during the weekly worship service.
7. Facilitates community engagement activities in relation to young families and children, youth, and young adults.
8. Encourages engagement of youth and congregants in social justice programs and events supported by the United Church of Canada.

CORDOVA BAY UNITED CHURCH JOB DESCRIPTION

Children, Youth and Young Adult Program Coordinator

August 4/23

9. Promotes and represents Cordova Bay United Church in the broader community, e.g., Camp Pringle events, youth rallies.
10. Able to adapt approach to meet the needs of children/youth who may have physical or developmental challenges.
11. Other duties similar in scope and responsibility as may arise, in consultation with the Minister of Worship and Congregational Life.

POSITION SKILLS AND ABILITIES:

- At least 19 years of age
- Must be able to work with teams and be a team player.
- Good communication skills, including verbal, non-verbal, written, and digital.
- Good listening skills.
- Able to work independently.
- Must be self-motivated, reliable, innovative, creative, perceptive, personable, and compassionate.
- Demonstrated leadership ability and experience working with children, youth, and young adults; training or education related to the United Church or with children in a church setting preferred.
- Is a role model for youth and young adults.
- Able to create an atmosphere of fun for children/youth.
- Able to relate to multi-generational congregational members.
- Comfortable utilizing social media, other digital platforms, and group meeting platforms such as ZOOM.
- Computer literate, including utilizing programs such as PowerPoint, Word.
- Conversant with youth culture and youth issues. Comfortable raising and engaging faith questions with youth.

QUALIFICATIONS:

- Familiar with and comfortable exploring/explaining the ethos and teachings of the United Church of Canada (UCC).
- Embraces UCC theologies of inclusivity, promotion of justice, and respect for Creation.
- Current BC Driver's Licence
- Education and/or experience in early childhood or primary/elementary education is an asset.
- Musical, art, or theatre background would be an asset.
- Required to have a Vulnerable Sector Police Criminal Record Check prior to starting the position.
- Must become familiar with and follow the United Church of Canada "Duty of Care" policies and procedures.
- Willingness to take part in related continuing education/courses/sessions.