



ALL SAINTS' CATHEDRAL, NAIROBI

Vacancy Announcement: Teen's Ministry Coordinator

Are you passionate about mentoring the next generation and making a lasting spiritual impact? All Saints' Cathedral, Nairobi, seeks a dedicated and experienced Teens' Ministry Coordinator to join our Children's and Teens Ministry team. This role will support the Teens' Minister and Head of Department by coordinating Sunday programs, events, and providing logistical and administrative support to ensure a thriving teen ministry.

The Teens Coordinator reports to the Teens Minister

Roles And Responsibilities

1. Lead the implementation of Teens Ministry programs, including Catechism classes, Rites of Passage (ROPEs), and other discipleship initiatives, under the guidance of the Teens Minister.
2. Oversee and facilitate Sunday worship services for the Teens' Church, ensuring that liturgy, teaching, and music are age-appropriate and spiritually enriching.
3. Provide pastoral care, counselling, and guidance to teenagers who seek support through the Teens Ministry, while ensuring confidentiality and appropriate referrals where necessary.
4. Coordinate and support Teens' facilitators and the Parental Involvement Forum (PIF) to enhance collaboration, mentorship, and parental engagement in the spiritual growth of teenagers.
5. Promote and facilitate volunteer participation within the Teens Ministry, fostering a culture of service and shared responsibility.
6. Ensure that ministry facilities are adequately prepared—including cleanliness, proper arrangement, and availability of teaching and worship resources—for Sunday and holiday programs.
7. Manage the administrative functions of the Teens Ministry, including record keeping, internal communication, and program follow-up to ensure effective ministry delivery.
8. Support the preparation and management of the Teens Ministry budget, ensuring accountability and prudent use of resources.
9. Perform any other duties as assigned by the Head of Children and Teens Department, the Teens Minister, or the Provost (or their designate).

Academic And Professional Qualifications

- Diploma in Theology/Divinity or any equivalent Ministry training
- Training in Anglicanism
- Certificate in counselling psychology **(Added advantage)**
- A minimum of 3 years' experience in a similar position

Skills required:

- Planning and organizing
- Administrative – record keeping, report writing
- Curriculum development
- Report writing
- Computer literacy
- Interpersonal Communication
- Presentation

If your qualifications and experience match this opportunity, please submit your application and detailed CV, together with copies of academic and professional certificates, testimonials, and names of three referees to:

The Provost,

All Saints' Cathedral, Nairobi
P.O. Box 40539-00100 Nairobi.

Or

Via email: hr@allsaintsnairobi.org

Or

Dropped off at our offices.

Applications must be received on or before 19th September 2025.

Only shortlisted candidates will be contacted.

All Saints' Cathedral is an equal opportunity employer.