

# **YOUTH MINISTRIES COORDINATOR**

## **Northfield United Methodist Church**

**MISSION:** We are companions in Christ, called, nurtured, and sent to glorify God by acts of Worship, Devotion, Compassion, and Justice.

**ROLE:** To foster faith according to our mission in the life of 6<sup>th</sup>-12<sup>th</sup> graders in our church and our community by coordinating ministers and creating ministries.

**SUPERVISION:** Associate Pastor (direct), Senior Pastor (all staff)

**HOURS:** This is a 0.5 FTE (20 hours per week average) position

### **QUALIFICATIONS:**

1. Shows evidence of strong personal Christian faith and understanding of how faith relates to life.
2. Strong organizational, communication and leadership skills.
3. Relates well with youth and adults while able to maintain proper and safe boundaries with youth in travel, housing, electronic communications and visits.
4. Demonstrated passion for youth ministry.
5. Ability to identify, select, recruit, train, supervise, and evaluate volunteers.
6. Able to work independently and with work schedule that will include evenings, weekends, infrequent overnights and occasional week-long trips. Able to be a consistent presence for congregation on Wednesday evenings and Sunday mornings September – May, and some Sunday mornings June – August.
7. Some familiarity with Christian youth ministry curriculum and resources.
8. High school diploma, valid drivers license and access to reliable transportation.
9. Ability to maintain a flexible work schedule.

### **RESPONSIBILITIES:**

1. Serve as organizational point person for all ministries that relate to 6<sup>th</sup>-12<sup>th</sup> grade, including Sunday school, Wednesday night programming, special events, Northfield Area Youth Workers events, etc.

2. Develop volunteer position descriptions and work to identify, recruit, select, train, and evaluate volunteers who will partner with the individual to ensure a effective youth ministry program..
3. With congregational stakeholders (parents, parafaits, youth, other adults) develop, promote, recruit for and participate in robust programming for middle school and senior high youth that provides opportunities to foster faith through: devotion, fun & fellowship, compassion (service), justice and intergenerational relationships.
4. Recruit Sunday school teachers for youth and coordinate with them and Pastors to plan topics, choose curriculum, teach, and coordinate Sunday morning teaching schedules.
5. Cultivate relationships with 6<sup>th</sup>-12<sup>th</sup> grade students, their families and other adults, equipping families for faith development and facilitating their involvement in the life of the church (including worship).
6. Communicate youth ministry events well in advance to youth, families, general congregation and wider community through monthly church newsletter, church website, worship presentations, Facebook, and other means.
7. With Pastors and Director of Children and Family Ministries, develop and manage budget for youth ministries, including initiating and organizing fundraising as needed for programs, activities and service projects.
8. With Pastors and Director of Children and Family Ministries, coordinate event calendars and communications to church, families, parents, children and youth.
9. Participate in professional development opportunities designed for persons in youth ministry positions.
10. Be a liaison with organizations, people and resources in the community that relate to youth and seek to connect the congregation with the community for a strong program.
11. Organize periodic youth stakeholder meetings, serve as resource on youth ministry at bi-monthly evening Administrative Council meetings, attend semimonthly daytime staff meetings.
12. Other duties as assigned.