

# **YOUTH MINISTRIES COORDINATOR**

Last Updated – 6/10/2009, azb

## **POSITION DESCRIPTION**

We are seeking a person to provide spiritual guidance and oversight to the middle school and high school youth programs at Mount Hebron Presbyterian Church and to run the youth group's evening programs. This person will provide support to the two or more adults in the church who will help in providing leadership for each of the youth groups. This person will work with the youth so that he or she would know them and be able to support them in the various trials and tasks of growing up and becoming a responsible adult. This person will work with the minister and the Ministry of Nurture and Spiritual Growth to enhance, strengthen, and expand the youth groups and to insure a meaningful Christian experience for the youth.

## **TERMS OF EMPLOYMENT**

This is a part-time, salaried position, involving the following time commitments:

- (1) The Youth Ministries Coordinator should be involved in youth activities on a regular basis.
- (2) Attendance at and/or a report to the monthly meetings of the Ministry of Nurture and Spiritual Growth.
- (3) Attendance at church at least once a month.
- (3) Plan and coordinate all aspects of evening Youth Group Programs.
- (4) Help with teaching the middle and high school Sunday school classes.
- (5) Help with other special events: Fundraisers, Retreats, Youth-led Worship Services, Mission trips, etc.

Compensation is calculated roughly as follows:

- 40 weeks of service
- 10 hours a week @ 15.00 per hour = \$6000 annually, 1/12<sup>th</sup> or 1/10<sup>th</sup> paid monthly at the preference of the employee.

## **QUALIFICATIONS**

- Training and/or knowledge of the dynamics of working with youth groups in a church setting.
- The ability to communicate well with others.
- Enjoyment in relating to people of all ages and the ability to infuse the youth programs with enthusiasm.
- A desire to help children and youth grow.
- The ability to speak English fluently.
- A professing Christian who has some understanding of the Presbyterian faith.

<b><u>KEY ELEMENTS OF POSITION</u></b>	<b><u>JOB PERFORMANCE STANDARDS</u></b>
<p>Assist with Youth groups</p>	<p>Strive to make youth enthusiastic about Christian learning, by helping to plan activities that are exciting and creative; activities that make them feel like being part of a church youth group is "cool".</p> <p>Work with the adults sponsoring the youth group activities to aid in planning, to provide support, and to ensure that there is a balance between fun activities and mission projects.</p> <p>Provide a Bible study component at the youth group activities.</p> <p>Help with the planning and implementation of youth retreats. Attend retreats as often as possible.</p> <p>Meet with the Ministry of Nurture and Spiritual Growth and/or provide a report.</p> <p>Order supplies needed for program.</p> <p>Help in notifying the youth of upcoming events.</p> <p>Provide regular and ongoing feedback to the church members, parents, children and youth about the activities of the youth groups and special events through:</p> <ul style="list-style-type: none"> <li>•Church Newsletter</li> <li>•Phone calls</li> <li>•Sending out announcements</li> <li>•E-mail</li> </ul> <p>Establish a rapport with the youth that will enable them to view you as a source of pastoral care. (Should counseling be advisable, a referral should be made to a qualified person.)</p> <p>Deal with "crises" as they arise. Be proactive in identifying and addressing potential problems.</p> <p>Make sure all activities and meeting dates are recorded on the Church Calendar and check for conflicts.</p>

<p><b>Sunday Night Programs</b></p>	<p>Plan and implement all aspects of evening youth programs, which include:</p> <ul style="list-style-type: none"> <li>• “Sunday Night Live” (SNL) for both the middle and high school youth (see description below)</li> <li>• Middle School “Sundaes on Sunday”</li> <li>• High School “Sundaes on Sunday”</li> </ul> <p>Each of these currently meet once a month on Sunday evenings, with one Sunday night a month off. These programs should be evaluated and modified as appropriate on an annual basis to meet the needs and interests of the youth.</p> <p>All of the youth group programs should incorporate Bible study and mission activities into meetings and teach the youth the importance of and reasons for giving back to the church, community, etc.</p>
<p><b>Other Responsibilities</b></p>	<p>Take turns and/or be on call to teach the middle or high school Sunday School class and/or work with the teachers in educating the youth.</p> <p>Assist the adult leaders and help coordinate the preparations and operations for special events, such as fundraisers, River Valley Ranch Retreat, mission trips, service activities, etc.</p> <p>Seek opportunities to interact with the youth – through phone calls, email, Facebook, hanging out with youth, attending school plays, sports activities, etc.</p> <p>Coordinate the preparation and implementation of the Youth Led Worship service/s.</p> <p>Reach out to other local churches and plan joint activities to expand the youth network.</p> <p>Keep abreast of youth activities at the Presbytery level and resources available for youth work. Help publicize opportunities available for the youth.</p>
<p><b>Evaluation</b></p>	<p>Work with the Ministry of Nurture and Spiritual Growth to evaluate our current youth programs, as to their effectiveness in meeting our goals and objectives.</p>

**NOTE:** A typical week for someone in the Youth Ministries Coordinator position might be as follows:

- 3 hours - working with youth groups
- 2 hour - administration, support, and communication
- 3 hours - special activity of the week.
- 2 hour - getting to know the youth

TOTAL: 10 hours

(Obviously some weeks and some times during the year will involve more or less work than other periods.)

**SUNDAY NIGHT LIVE DESCRIPTION:** SNL is held one Sunday night per month from September through May, 6:30-8:30PM in the church Fellowship Hall. Middle and High School youth are encouraged to attend. It is an opportunity for the youth to learn more about one another, the church, and their faith. It is also an opportunity for them to share in bible study, mission activities, and recreation. A typical SNL schedule is as follows:

6:30-7:15PM Opening – announcements, energizers, games

7:15-7:45PM Learning Activities/projects/small group discussion time

7:45-8:15PM Worship/Devo/Youth sharing what they have learned/discussed

8:15-8:30PM Snack