

**YOUTH MINISTRY COORDINATOR
JOB DESCRIPTION
MENOMONIE UNITED METHODIST CHURCH**

GENERAL DESCRIPTION: The position has responsibility for coordinating, planning, and/or supervising activities for youth 6th grade through high school. The Director is supervised by the pastor who reports to the Staff Parish Representatives on the Accountable Leadership Board. The Youth Ministry shall dovetail with the Children's Ministry to provide a smooth and logical transition. The Youth Coordinator will serve as a member of the Education Team. All staff must have a confidential background check completed by the pastor who will advise the chair of the Staff Parish Representatives on any areas of concern.

QUALIFICATIONS:

1. Deep commitment to the Christian faith and ministry in the church of Jesus Christ.
2. Ability to relate to youth, youth culture and interpret trends.
3. Must be sensitive to needs and pressures of teens with knowledge of possible solutions.
4. Enthusiastic and energetic, willing to share her/his faith, and develop excitement about knowing Jesus Christ.
5. A self-starter who is creative and can implement and follow through with her/his ideas.
6. Ability to encourage youth ideas and suggestions---evaluate, refine and creatively facilitate the most viable and worthy concepts.
7. Must have good written and verbal communication skills and conflict management skills.
8. Must possess organization and administrative abilities.
9. A valid driver's license and vehicle.
10. Ability to pass background checks.

RESPONSIBILITIES:

1. Develop and direct creative and innovative youth programs for middle and senior high school youth.
2. Connect youth to the Wisconsin Annual Conference programs, like camps, mission trips, etc.
3. Develop outreach to youth in the wider church community.
4. Provide youth with a model of faith, integrity and morality.
5. Serve as a bridge between the worship life of the church and our ministry to youth.
6. Recruit, train and organize youth volunteer leaders to support youth programs.
7. Assist with the development, posting and enforcing of the policies of the Youth Ministry.
8. Guide and support volunteers in maintaining appropriate boundaries in relation to all participants in the youth ministry.
9. Keep a current list of volunteers with names, addresses, E-Mail addresses, phone numbers, and other pertinent information.
10. Coordinate with others as appropriate for the welcome and guidance of new youth.
11. Develop and administer budget and expenditures for the Youth Ministry.
12. Attend Education Ministry Team meetings monthly. Report progress annually to the Accountable Leadership Board. Keep the general congregation informed about youth ministry through social media, bulletins, newsletters, etc.

SALARY AND BENEFITS:

- Salary: Set annually on a calendar year basis
- Social Security: per FICA regulations
- Continuing Education: Budgeted Annually

TERMINATION:

Termination of services by the Coordinator or church shall require 30 days notice.
Approved by SPRC March, 2019