

East Brentwood Presbyterian Church

Job Description

JOB TITLE: Coordinator of Youth Ministries

REPORTS TO (POSITION): Pastor, Head of Staff

FLSA CLASSIFICATION: Non-Exempt

DATE OF LAST REVISION:

REVISION DATE: 7/8/20

POSITION SUMMARY

The Coordinator of Youth Ministries will create and maintain dynamic Christian education learning programs for youth that are in harmony with the Reformed tradition and PCUSA. Working with a team of volunteers, and in coordination with church staff, s/he will lead an educational ministry that provides understanding and connection to our faith foundations while encouraging spiritual growth. This position is scheduled for 10 hours per week, 52 weeks per year.

ESSENTIAL DUTIES OR RESPONSIBILITIES:

- A. Leads the youth program (middle [608] through high school [PYG]). Ensure the milestones for youth are carried out and communicated to the congregation at large; know all youth and families by name
- B. Build meaningful relationships with youth and parents and work in cooperation with other staff members and lay leadership of the church
- C. Support the integration of youth into the life and ministry of the church, including worship leadership
- D. Prepare annual budget input for Youth Ministries with the Youth Ministry Team
- E. Provide to the Pastor and Youth Ministry Team quarterly reports on enrollment and programmatic activities in the Youth Ministry area
- F. Select Youth programs curriculum and obtain approval by Pastor and Christian Faith Formation Ministry Team
- G. Working with the Youth Ministry Team, recruit and train youth program volunteers
- H. Encourage youth to take the next natural step in their journey of Christian discipleship, including involvement in worship, leadership and youth educational opportunities
- J. Review attendance monthly and follow-up with any youth who have been absent for the month
- K. Create communications for all Youth ministries programs for all Communication platforms, including, but not be limited to, Church Calendar, Newsletter, Website, and Social Media
- M. In coordination with the Youth Ministry Team, plan and execute special events and programs for the youth ministry (e.g. NaCoMe retreats, quarterly parent and youth service events, Back to School with a Purpose and the summer mission trip)
- N. Assist Pastor in organizing and leading confirmation program run every two years for 7th grade and older youth
- O. Align with Mission & Outreach goals for the Church to support these efforts via educational

programming and church life events

- P. Ensure that the EBPC Child Abuse Prevention Policy is followed with all volunteer recruiting and in the execution of programs

JOB SPECIFICATIONS:

KNOWLEDGE/EDUCATION AND EXPERIENCE REQUIRED:

- An AA Degree required, Bachelor's Degree or equivalent experience preferred
- An educational background in theology and bible and demonstrated experience in providing education in a church context is preferred, but not required

SKILLS REQUIRED (manual, verbal or mental manipulations of data or things):

- Skills in visioning, planning, coordinating, executing and promoting Learning programs for youth
- Skills for teaching and relating well to others
- Regularly required to use hands to finger, handle, or feel objects, tools, controls; reach with hands and arms; talk or hear; sit, stand, walk, stoop, kneel, crouch and occasionally lift or move objects weighing up to ten pounds

ABILITIES REQUIRED (work characteristics, behaviors, leadership abilities, etc.):

- To be aware of and sensitive to being an adult role model for youth
- To have conversations with the Pastor on regular work objectives
- To maintain an attitude of teamwork and cooperation with staff and membership
- To promote a ministry that nurtures and encourages the growth of the Christian spirit within each individual

RELATIONSHIPS, ACCOUNTABILITY, AND EVALUATION

- Relates to the session, largely through the Moderator of the Christian Faith Formation Ministry Team, and to various ministries as Coordinator of Youth Ministries; to other members of the staff as a colleague; to volunteers in Youth Ministries as supervisor, and to the Pastor as Head of Staff.
- Serves as part of the Youth Ministry Team
- Reports to the Pastor and is accountable to the session, congregation and other staff members through the Pastor.
- Performance Evaluation is conducted annually by the Pastor in consultation with the appropriate ministry areas and the Personnel Committee.

PERSONNEL POLICIES, BENEFITS and SCHEDULE

- The Coordinator of Youth Ministries will be classified and governed according to the EBPC personnel policy in effect during employment as a Part Time, Regular employee, classified as non-exempt and paid on an hourly basis.
- This position is scheduled for 10 hours per week, 52 weeks per year.

I have received and read this job description and understand the requirements of the job. I understand this job description is not intended to be all-inclusive; other duties as assigned may be required. Further, I acknowledge that EBPC reserves the right to revise or change job duties as the need arises.

Employee's Signature

Date

Supervisor/Manager

Date

Personnel Committee Representative

Date