

# CHRIST CHURCH

## Job Description

### **Youth Ministry Coordinator Half-time, Exempt - February 2021**

#### **Overview**

The Youth Ministry Coordinator has a passion to make disciples of Jesus Christ among middle and high schoolers and collaborates with the staff and pastors of Christ Church in our ministry to youth, mentors, and parents. Christ Church Youth encompasses grades 6-8 (Middle School) and 9-12 (High School), with grade 5 being a bridge year from CCKids to CCYouth. Time is spent connecting with and discipling students, connecting with parents, connecting parents to one another, empowering volunteers, training youth mentors, and generally partnering with the pastors and staff to minister to the congregation's youth.

#### **Key Responsibilities**

##### **Partnership with the Director of Pastoral Care and Discipleship**

- Review the needs and concerns of the youth and their families and commit to prayerfully remembering these on a monthly basis
- Plan and execute the annual youth calendar (eg. weekly, monthly, quarterly, annually)
- Meet weekly with Director of Pastoral Care and Discipleship
- Provide resources and develop content to help the Youth Team disciple the youth.
- Communicate goals and needs to the pastoral staff, parents, and congregation

##### **Youth Team collaboration**

(Director of Pastoral Care and Discipleship, Youth Coordinator, Youth Mentors)

- Lead monthly meetings with the Youth Team.
- Recruit, disciple and empower youth mentors to shepherd the youth
- Oversee and plan, with Youth Mentors, weekly student gatherings (Bible study, prayer, service, and fun)!
- Teach middle school and high school content at student gatherings (Regular Sunday large group and midweek fellowships)
- Connect with kids via text, Discord, social media, etc. answering questions, making announcements, fostering an online community
- Virtual and physical set up for all youth gatherings (setting up Zoom meetings and preparing warehouse space)

##### **Ministry Event Responsibilities**

- Be present for church services and youth events
- Help with planning and execution of youth events and discipleship
- Plan fun gatherings/retreats for youth (eg. monthly outing, fall/spring retreats)
- Plan service days and outreach events
- Assist during Advent/Easter incorporating youth and mentors in church service activities
- Coordinate with CCKids Director for joint events with 5th graders

##### **Support and encourage students, parents, teachers, volunteers at Christ Church**

- Welcome newcomers to our church. Fold them into the life of the church
- Keep attuned to the needs, concerns, and goals of regularly attending youth
- Partner with parents and mentors to support the spiritual growth of the youth
- Sharing of prayer requests and encouragements with parents and youth mentors, fostering an invitation/challenge and celebration culture

- Plan and participate in the process for crafting pastors' and elders' vision for youth development milestones

#### **Administrative**

- Prep protocols for future events, waivers, information needed for students/mentors
- Manage youth ministry budget
- Follow office procedures and protocols

#### **Other Duties as requested**

#### **Background and Skill Set**

- Growing and deepening faith in Jesus Christ
- Team Player
- Philosophy of youth ministry that demonstrates a heart for and understanding of an intergenerational church
- Gifted Storyteller
- Demonstrated skills in planning and organization
- Creative problem solver with ability to collaborate effectively and foster teamwork
- Excellent written and verbal communication skills
- Ability to lead teams
- Ability to share the gospel in a compelling way that captures a youth's imagination
- Can span the generations in terms of relating to people
- Flexible and adaptable to the changing needs of the youth in a given season
- Ability to develop disciples with a heart for ministry
- Experience leveraging technology, social platforms, and digital platforms for youth ministry
- 2+ years children's or youth ministry experience
- Bachelor's degree

**Works with:** Parents, CCKids Director, Volunteers

**Attends:** CCEB Staff meetings, CCKids and Youth Meetings

**Supervises:** Youth Volunteer Teams

**Reports to:** Director of Pastoral Care and Discipleship

**Hours:** 20 hours/week, Exempt

**Schedule:** Sundays at church, Monday planning, Tuesdays/Thursdays in church office, onsite for any church service or event

#### **Hire Contingencies**

- Hire contingent on passing a background check
- Hire contingent on passing Livescan fingerprinting
- Hire contingent on passing a credit check