

Job Title: **Coordinator of Youth Ministries** (rev. 8/16/18)  
Salaried: **18 hours/week**  
Reports to: **Pastor**



**Middleburg Heights  
Community**  
UNITED CHURCH OF CHRIST

*Job Summary:*

The role of the **Coordinator of Youth Ministries** is to develop a ministry with middle and senior high school youth in their faith formation journey. The goal is to provide them with opportunities to develop the spiritual and personal resources necessary for a lifelong faith journey, to guide them in deepening a loving relationship with God, self, and others, and to nurture a commitment to service as taught by Jesus as he cared for the lost and the least.

*Essential Job Functions:*

1. Provide opportunities for faith formation:
  - a. Teaches and/or recruits others to lead an engaging church school curriculum for youth two Sundays per month. Work with pastor to facilitate confirmation program.
  - b. Facilitates conversation at monthly Breakfast Bunch gathering that enables youth to share life experiences and make connections to faith through these.
  - c. Connects with youth on regular basis via social media, in-person meetings, etc. to listen to concerns, help problem solve, build relationships of trust. Offers opportunities for youth to develop relationships with one another and with others in the congregation.
  - d. Working with pastor, develops opportunities for youth to participate in worship leadership.
  - e. Attends Sunday worship and other church events to be present with the whole congregation. Builds opportunities to connect and listen to youth and adults. This could include meetings with the teams during the church school hour.
  - f. Utilizes technology to build relationships and connections with youth and parents through Facebook, text messaging, email (e.g., greetings, birthdays, what's happening with school/ sports, etc.)
2. Builds a commitment to service and leadership development
  - a. Works with Workship Team to develop projects attractive to youth. Promotes participation in Workship, including taking on leadership roles where appropriate.
  - b. Facilitates opportunities for youth to develop leadership skills by enabling service work to be as self-directed as possible. Offers resources and suggestions for projects that provide opportunities for service on a regular basis (monthly projects and annual mission trip).
  - c. Encourages participation in wider church leadership programs such as Fall Youth Event, National Youth Event and training opportunities offered by the denomination and other sources.
3. Functions Administratively:
  - a. Meets with other professional staff on a regular basis and maintains a relationship to appropriate lay leadership teams.
  - b. Utilizes email, church website, social media and other communication tools to communicate with youth and parents.
  - c. Using the church database, ensures accurate records are kept of participants in youth programs.
  - d. Utilizes email, website, bulletin, newsletter, flyers, to communicate with youth and parents.
4. Participates in Professional Development:
  - a. Keeps up-to-date on youth resources.
  - b. Connects with colleagues in youth ministry on a regular basis.

### *Qualifications for the Position*

- Must have strong personal faith grounded in a progressive theology
- Ability to relate and communicate well with youth and be passionate about youth ministry
- Willing to empower youth and facilitate youth leadership development
- Commitment to servant leadership and developing interest in youth to serve others
- Able to recruit and work effectively with volunteers
- Willing to work flexible, and sometimes long, hours (i.e., Teeter-totter Marathon, National Youth Event, etc.)
- Demonstrate strong organizational and communication skills
- Clear sense of personal and professional boundaries
- Demonstrate creative leadership skills

### *Physical Requirements and Working Conditions:*

- Work involves driving, seeing, hearing, oral and written communications, computer and internet skills, and some lifting.

### *Core Competencies*

- Demonstrates consistent respect for colleagues, church members, guests, and vendors.
- Communicates a consistent positive attitude toward the church and its staff when speaking to others.
- Addresses conflicts and disagreements directly with the appropriate person or supervisor, i.e. talking to the person in question, not about the person to others.
- Maintains confidentiality.
- Conducts oneself with honesty and integrity.
- Maintains professional boundaries with youth and adults and follows the Safe Church policies.
- Respects church property.