

## Trinity Church United Methodist

### Job Description

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#### Position: **Youth Ministry Coordinator**

Schedule: Required for supporting Wednesday night youth programming - and connecting with youth and families on Sunday mornings to support youth participation in worship. Establish a schedule so volunteers know how to connect with coordinator. Attend weekday meetings relevant to youth ministry programming as needed. Administration and preparation hours are flexible.

Part-time position: 10-20 hours per week.

Supervisor: Lead Pastor

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The following are responsibilities of ministry staff:

1. Developing programs to involve at least 75% of potential participants in the congregation.
2. Create programs that inspire participants to invite friends and connections to be part of Trinity ministries.
3. Service: Connect programs to transformative Christian service opportunities that strengthen Trinity ministries - and serve our community and world.
4. Laity Team: Recruit, equip, train and support a team of laity that also becomes a small community.
5. Team Player: Serve as a team player with other ministry staff in enacting our ministry as a church community.
6. Spiritual Development: Continue development of personal spiritual life through the practice of spiritual disciplines and spiritual growth experiences.

Specific Responsibilities:

1. Youth Groups:
  - a. Develop an overall plan for growing participation in middle school and high school groups by:
    - i. Creating a compelling program – creative and innovative youth programs for middle and high school youth consistent with the mission of the church.
    - ii. Inspiring youth to attend
    - iii. Following up with youth who attended and with youth/families who were invited but did not attend.
    - iv. Recruit, train and deploy adult leadership to support these programs.

- v. Plan activities that invite intergenerational interaction with youth and adults within the congregation.
2. Ministry to Youth:
    - a. Coordinate and provide resources for ministry to youth, including Sunday School, confirmation, faith development and relationship-building events for youth.
    - b. Relate youth to Wisconsin Annual Conference programs, such as conference camps, etc.
    - c. Develop outreach to youth in wider church community and beyond.
    - d. Whenever possible, minister to youth and families by providing support and connecting them to Trinity Church.
    - e. Provide youth with a model of faith, integrity and morality.
    - f. As Youth Ministry Coordinator, participate in programming ministries – and provide, by presence or delegation, a representative to Church Council.
    - g. Meet regularly with pastor.
    - h. Attend staff meetings when schedule permits.
  3. Worship
    - a. Work with pastoral staff to involve youth in worship.
  4. Safety
    - a. Guide and support volunteers in maintaining appropriate boundaries in relation to all participants in our ministry.
    - b. Support SPRC in establishing a Safe Sanctuary policy of prevention and response to abuse and misconduct.
  5. Fundraising
    - a. When needed, lead youth through activities to raise funds for projects such as youth group, mission work, etc.

#### Skill Set

1. Lead planning, organization and execution of programs.
2. Build and support teams to provide youth ministry.
3. Relate with energy to youth and young adults.
4. Relate to youth culture and interpret trends.
5. Communicate youth program opportunities to youth, families and their friends.
6. Communicate with youth and advocate for youth involvement in all ministries of the church.

7. Serve as a role model to youth and young adults.
8. Functional computer and social media skills.