

**POSITION DESCRIPTION: Coordinator of Youth & Young Adult Ministries (CYYAM)**

**STATUS:** Full-time, Salaried (salary commensurate with education and experience)

**HOURS:** 40 Hours per week

**BENEFITS:** Continuing Education Funds, Pension Plan Option

**General Purpose of Position:**

To make and grow disciples for Jesus Christ by leading a ministry to youth and young adults through scripture based worship and small groups. The Coordinator of Youth & Young Adult Ministries will cultivate positive relationships and community life in the Arlington area and provide opportunities for mission and service while serving as a spiritual leader and role model.

**Organizational Relationship and Supervision:**

The Coordinator of Youth & Young Adult Ministries (CYYAM) reports to the Senior Pastor for spiritual and ministry guidance. The Senior Pastor, in cooperation with the Staff Parish Relations Committee, conducts an annual performance evaluation. The CYYAM will be responsible and subject to United Methodist polity and doctrine, informed by the United Methodist *Guidelines for Youth Ministries*, local church policy as determined by the Charge Conference, Senior Pastor, and Staff Parish Relations Committee. Attendance at the following meetings is expected: Staff Meetings, Church Council and Administrative Team. The CYYAM will also meet regularly with the Youth & Young Adult Volunteer Team. From the date of employment, the CYYAM will begin a 90 probationary period, during which either the employee or employer may be released from the terms of employment at will without prejudice.

**The Primary Task:**

The primary task of youth and young adult ministry is to:

- Provide an environment that encourages youth and young adults in developing their relationship to God.
- Develop a culture where youth and young adults feel they are loved and a vital part of the St. Paul UMC family.
- Provide youth and young adults with opportunities for worship, spiritual growth, fellowship and foundations that will guide them in everyday life.
- Challenge youth and young adults to respond to God's call to serve in their communities and world.
- Engage parents and families as vital partners, encouraging their support and service in this ministry.

**Responsibilities:**

1. Coordinate discipleship (to include Sunday School) curriculum for youth (grades 6-12) and young adults (college & early career age).
2. Plan, develop and implement Wednesday afternoon/evening and special programs in accordance with the St Paul UMC Procedures Manual, to include events such as Camps, Vacation Bible School, Pumpkin Patch and other events.
3. Mentor youth and young adults in developing their leadership skills.
4. Be an advocate for and educate the congregation about the hopes, concerns and needs of youth / young adults and their families.
5. Help plan, develop, and implement all aspects of a balanced ministry in the areas of group building, worship, discipleship, mission, and outreach.
6. Engage in an annual process of evaluating the vision and goals of the ministry through quarterly planning sessions.

7. Be aware of resources for developing youth/young adult ministry and participate in continuing education events and training opportunities.
8. Recruit and train volunteers (to include teachers) who work with youth in all aspects of the ministry and ensure adequate support and adult /youth ratios.
9. Serve as a liaison between the church and public/private schools as well as other local organizations, individuals, and resources that relate to youth, young adults and their families.
10. Coordinate or facilitate Confirmation classes in partnership with the pastor(s) and provide leadership for confirmands, mentors, and parents beyond the classroom.
11. Work in partnership with the Radical Hospitality, Intentional Faith Development and Risk Taking Mission and Service teams, developing strategies to reach youth, young adults and families.
12. Keep records of youth participation and manage the youth/young adult ministry budget.
13. Communicate as effectively as possible using all available resources (email, website, social media, newsletter, bulletin board, etc.). Ensure communication with church staff and leadership, families, and the congregation as a whole.
14. Make yourself available to youth /young adults in a variety of ways (i.e.at school, at non-scholastic activities, home or off-site visits, times of crisis, etc.).
15. Commit to a team approach to ministry, working closely with the Children's Ministry Coordinator, the Worship Music Leader, Pre-School Director and other staff members.
16. Ensure compliance with all aspects of the Child/Youth Protection Policy in all applicable ministry settings.

### **Qualifications:**

1. Must embrace Christian discipline and United Methodist doctrine and practice.
2. Commitment to the St Paul UMC mission of making disciples for Jesus Christ, sharing God's love, changing lives and serving the community.
3. Have a vital, growing and personal faith relationship with Christ. Be able to share with others your testimony and continuing journey of faith.
4. A bachelor's degree in a related field (education, youth ministry) or completion of Youth Ministry Institute or a Professional Certification in Youth Ministry. Other equivalent degrees or certification may be considered.
5. Must have excellent written and verbal communication skills and computer skills.
6. Must display excellent interpersonal skills, conflict management skills and a proven ability to work effectively with youth/young adults, families, people of different ages and races, and teams of volunteers.
7. Possess a basic knowledge of adolescent development and emotional needs.
8. Trained in the importance of providing a safe environment in all ministry settings.
9. Must undergo and pass personal background screening process.

### **Preferred Aptitudes:**

1. Demonstrated passion for connecting with families of youth/young adults in Arlington, a multicultural community in transition and redevelopment.
2. Curator of fun, interactive, meaningful games and events to instill community and fellowship.
3. Creative vision and a demonstrated ability to plan, develop, coordinate, manage and implement a youth ministry within the parameters of the United Methodist Church.
4. Adept at using and promoting events with most current social media platforms.
5. Understanding of the difference between proper use/misuse of social media.