

Sample Position Description

TITLE: Youth Ministry Coordinator

REPORTS TO: Priest

POSITION SUMMARY

The Youth Ministry Coordinator provides primary leadership for developing and implementing a congregation-based ministry with youth. Reaches out to all youth in the community, provides for education, invites and enables youth to serve others. Develops close communication with and mutual support from families of youth and collaborates with other community and parish youth organizations. This position requires frequent evening, weekend and overnight programs.

PRINCIPAL ACCOUNTABILITIES

1. Develops and administers programs for youth.
 - a. Gathers data on the needs, interests, attitudes and beliefs of junior high and senior high youth.
 - b. Oversees a process for the organization and implementation of programs/experiences based on seven components of youth ministry—creating community, understanding, education, communications, empowerment, spirituality, service—which meets the needs and interests of the youth.
 - c. Maintains effective means for publicizing and promoting programs and experiences among youth in the congregation.
 - d. Facilitates the development of healthy relationships between adults and youth, the young person and one's inner self, and the young person and God.
 - e. Initiates procedures for evaluating all aspects of the parish's ministry with youth.
 - f. Establishes and maintains budget approved by the Vestry.
 - g. Maintains necessary office and program records.
 - h. Submits periodic reports to the Priest detailing programs in youth ministry.

2. Recruits and trains youth leaders.
 - a. Directs recruitment, coordination, evaluation and spiritual development of volunteers (adult leaders). Assists in coordinating participation in diocese and church-wide sponsored events.
 - b. Defines the responsibilities of each adult leader.
 - c. Makes special efforts to gain the endorsement, support and involvement of all adults, especially parents and other congregational organizations.

3. Serves as a liaison between the youth ministry, the congregation, and the synod.
 - a. Keeps the congregation informed of the youth ministry; i.e., programs, activities, goals and experiences.
 - b. Communicates and coordinates with other congregational and diocesan organizations.
 - c. Participates in Vestry (*ex officio*) and annual meetings to ensure greater participation of youth in parish life.
 - d. Keeps informed of development directed toward improving youth ministry through attendance at diocesan and national conferences as well as through regular reading of current books and journals.
 - e. Networks with community agencies and resources which interface and serve the needs of youth.

QUALIFICATIONS

1. Ability to share the Episcopal faith with young people.
2. Excellent listening skills.
3. Group processing and facilitation skills.
4. Organizational skills: time management, delegation, long-range planning, financial management and budgeting.
5. Volunteer management skills; recruiting, training and supporting.
6. Ability to relate with empathy and build trust with teenagers in a group and on a one-to-one basis.
7. Ability to work collaboratively with Priest, Vestry, parents and youth.
8. Self-motivated; must be able to function without direct supervision.
9. Knowledge of adolescent spiritual and personal development, youth culture and sociology.
10. Experience in teaching and/or counseling helpful.
11. Active member of an Episcopal congregation.

NOTE: This is only a sample of a generic position description. The Vestry or Staff Support Committee should tailor the position description to fit the specific needs of the congregation.

Regarding the qualifications, there are many youth directors across the church serving faithfully and capably without many of these qualifications or responsibilities. This higher standard is given with the idea that it is easier to scale down a position description from a sample than to add responsibilities or qualifications.