



FAIRPORT

UNITED METHODIST CHURCH

Youth Ministry Coordinator Job Description

FUMC Mission: To nurture ALL people on their life journeys and to bring God's love to the world.

As a Reconciling Congregation we affirm that through God's redeeming love for all, we are one in Christ. We respect the inherent and valuable contributions each member makes to the Body of Christ. We celebrate our diversity and recognize the sacred worth and dignity of all persons of any age, gender, gender identity, race, ethnic origin, economic reality, family status, sexual orientation, diverse ability, or social status. ... To that end, Fairport United Methodist Church commits to the reconciliation of all persons as children of God and declares itself to be a Reconciling Congregation.

FUMC Youth Ministry Mission: To support the church's mission and vision through creating relationships with Youth building toward the community of God.

Ministry Summary:

To empower Youth in ministry.

To encourage Youth ministry, which is ministry by Youth to Youth (and others) through Youth.

To empower FUMC adults in ministry with youth.

Duties and Responsibilities:

1. Build authentic relationships with Youth that become the basis of meeting spiritual needs, sharing Christ, and involving Youth in ministry with peers and others in the church and community.
2. Promote and maintain the vision of Youth ministry consistent with the vision and mission of FUMC through collaboration with the Youth Leadership Team (YONK), the Youth Ministry Support Team (YMST), the Church Council, and the staff ministry team.
3. Coordinate weekly Junior High Confirmation Sunday School and Senior High Sunday School classes in consultation with the pastor.
4. Coordinate and attend 6-12 Grade Youth Group events, ensuring there is opportunity to embody the values of Christian community through fellowship, worship and service. Attendance is required at events.
5. Meet with the YONK and YMST as needed to schedule and plan all youth ministry activities.
6. Develop relationships and maintain regular and accurate communication with parents of participating Youth.
7. Coordinate calendar of events and activities and communicate through weekly communications.
8. Coordinate roles and responsibilities of youth and adult leaders and train all volunteers.

9. Ensure the safety of our youth. This includes snacks/allergens, maintaining first aid kit, maintaining relevant paperwork (permission, accident & allergen forms) and providing safety training when necessary. Ensure that teachers & volunteers comply with FUMC Safe Sanctuary policy
10. Prepare, submit and administer a Youth budget and annual goals for the church fiscal year in consultation with YMST, FUMC staff ministry team and Finance Committee.
11. Attend all staff meetings. Attend other relevant meetings as needed and provide reports.

Qualifications:

1. Organizational and Interpersonal Skills

- a. A personal commitment to following Jesus and growing in their personal Christian faith as well as a strong desire to serve within and outside the church.
- b. Ability to work with youth and parents/adults involved in the ministry.
- c. A willingness to be a community presence/representative of the church.
- d. Excellent verbal and written communication skills.
- e. Ability to plan, organize, lead FUMC Youth Ministries as well as guide complex projects and spontaneous activities related to Youth ministries.
- f. Competence in listening skills appropriate for Youth Ministry and recognizing when it's necessary to seek assistance.
- g. Willingness to work cooperatively with others, to maintain a positive outlook and disposition, and to be flexible in solving problems.
- h. The ability to protect the reputation and integrity of others through maintaining confidentiality.

2. Computer Skills

- a. Ability to learn and use church technology and computer applications (e.g., Microsoft Office, Breeze Church Management, Mail Chimp, etc.)

3. Experience

- a. Experience working with youth, preferably in a ministry setting.
- b. Completion of bachelor's degree preferred.

Work Agreements:

1. Salary shall be set by the SPRC and approved yearly at the Church Conference.
2. Salary will be paid bi-weekly upon submission of a signed time sheet.
3. Working hours (25) will vary due to time of year and special event. Sunday Morning is required.
4. Benefits and Policies are outlined in the employee handbook which is provided upon hire.
5. The Youth Ministry Coordinator is a part time non-exempt employee.

Working Relationships:

1. The Youth Ministry Coordinator shall meet with the FUMC Pastor for clarification of the vision /mission and strategic planning for Youth ministry, as well as for guidance, prayer, and support.
2. The Youth Ministry Coordinator is hired by and reports to the Staff Parish Relations Committee (SPRC)
3. The Youth Ministry Coordinator will be assigned an SPRC Liaison to facilitate communications, objectives, and periodic performance reviews.

Appendix--Special Events

Confirmation Sunday & Confirmation Retreats

Bike Trip (typically held annually, typically at the end of July/early August)

Direct Responsibilities

- Attend trip (Wednesday-Sunday) to lead some programming and interact with the youth.
- Enter meetings and fundraisers on the youth & church calendars.
- Oversee charity fundraising and transactions.
- Facilitate announcement for Chicken BBQ Fundraisers, as appropriate, including newsletter, bulletin and bulletin inserts.
- Assemble and coordinate a Bike Trip Planning Team, responsible for all trip tasks.
- Reserve campsites as necessary.
- Coordinate information packet and administration (forms, etc...).
- Help create programming with program volunteer(s).
- Assemble trip binder with appropriate forms and reference materials.
- Frame and hang group photo on 2nd floor / youth wall.

Senior High Retreat

Direct Responsibilities

- Determine location.
- Attend trip (Friday – Sunday) to lead some programming and interact with the youth
- Enter meetings and fundraisers on the youth & church calendars.
- Assemble and coordinate a Retreat Planning Team, responsible for all trip tasks.
- Reserve facilities.
- Coordinate information packet and administration (forms, etc...).
- Help create programming with program volunteer(s).
- Assemble trip binder with appropriate forms and reference materials.
- Oversee transactions.

Mission Trip (typically held annually, in July. Currently working with *Reach Mission Trips*)

Direct responsibilities

- Identify trip Leader, responsible for all trip responsibilities.
- Trip attendance (7-8 days) and leadership is encouraged but not required.
- Assure that trip plan meets church standards & rules.
- Enter meetings and fundraisers on the youth & church calendars.
- Confirm mission location & plan with mission trip Leader.
- Issue Sign-ups for mandatory meetings and fundraisers.
- Coordinate trip budget and fundraising with trip leader.
- Coordinate information packet and administration (forms, etc...).
- Post previous year's trip highlights on the 1st and 2nd floor bulletin boards.
- Frame and hang group photo.

Youth Sunday (2nd Sunday in June) Work with Pastor, Music Director and Youth representatives to plan a worship service celebrating the end of the Christian Ed year and to celebrate the high school seniors and all volunteers.