

COORDINATOR OF HIGH SCHOOL MINISTRIES
JOB DESCRIPTION

**UNITED MENNONITE CHURCH (UMC)
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Position Title: Coordinator of High School Ministries

Reporting To: UMC Council and Lead Pastor

Hours of Work: Quarter Time (10 hours per week)

Preamble

The Coordinator of High School Ministries will be committed to ministering to youth in the church and community. S/he will demonstrate a growing relationship with Jesus and a desire to love youth. S/he will understand and agree with a contemporary understanding of Anabaptist theology. S/he will be gifted in the areas of working with youth and building relationships with parents. UMC states no gender preference.

Ministry Duties:

Ministry to Youth

The Coordinator will provide oversight and administration to Youth Ministries by:

- Establishing and leading an active weekly program and bible study for youth grades 8-12.
- Building relationships with youth and their families at UMC and in the community.
- Recruiting, supporting, and ensuring training of volunteers and teachers.
- Supporting youth and leaders with affirming teaching and prayer.
- Ensuring the ordering and management of supplies, resources, and snacks.
- Developing an annual schedule of teaching themes and activities, making special considerations for Christmas, Easter, Mother's Day, etc.
- Providing service opportunities for youth to minister in the community.
- Planning fundraisers as needed to support youth.
- Maintaining communication with parents regarding upcoming events through email, texting, and social media.
- Working with the Coordinator of Family Ministries to plan participation in joint events and presentations when appropriate (Christmas, VBS, Community Outreach, etc.)

Congregational Ministry

The Coordinator will minister to the congregation by:

- Encouraging participation of youth in the Sunday Service and UMC ministries.
- Assisting the Coordinator of Family Ministries with presentations for the Sunday Service at special times of the year (ie. Christmas, Easter, Program Highlights, etc.).
- Maintaining bulletin boards and posting on social media to inform the church of youth activities.
- Visitation of church members and youth as needed.

Administrative Duties

The Coordinator will perform the following Administrative Duties:

- Report on activities to the Lead Pastor and Council once a month.
- Update social media and church bulletin regarding ministry updates.
- Follow the “SAFE CHILD PROGRAM”.
- Work with the church staff in hiring and supervising the Summer Worker.
- Provide the efficient administration of the above responsibilities through the keeping of appropriate records while ensuring the security of confidential documents.
- Maintain a weekly record of work hours and expenses.
- Participate in professional development as requested by the Lead Pastor.
- Provide an up-to-date Criminal Record Check as requested.