

**LANSING UNITED METHODIST CHURCH**  
**Youth Missions Coordinator Position Description**

The primary role of a Youth Missions Coordinator is to foster formation, practice, and growth in Christian faith through the Lansing United Methodist Church and All Saints Church Youth Missions program. Youth Missions Coordinators serve under the leadership and supervision of the combined churches' Youth Missions Team and the LUMC Pastor.

**RESPONSIBILITIES:**

1. Provide faith formation opportunities for youth through mission service activities provided under the direction of the Youth Missions Team, both domestically and internationally.
2. Oversee fundraising activities to support mission work, following policies established by the Finance Committee to ensure transparency and proper safeguarding of funds.
3. Carry out detailed planning for travel arrangements, itineraries, cultural awareness preparation, and faith formation opportunities to conduct, and enhance the effectiveness of, mission work.
4. Negotiate policies for eligibility of youth and their families to participate in Youth Missions activities, balancing responsibility with maximizing the accessibility for all interested youth to be included in mission opportunities.
5. Work cooperatively with other ministry partners and parents in carrying out activities.
6. Maintain open communications with family members and guardians.
7. Develop a relationship of trust and continuity with the youth to enhance each youth's understanding of all persons' identities as Beloved Children of God and their role in God's work to transform the world by sharing their love of neighbor.
8. Provide a safe, welcoming, inviting and positive environment. Model polite, friendly, and courteous behavior for both youth and adults. Do not engage in physical punishment/discipline of any youth.
9. Be present at each scheduled Youth Missions meeting or activity, prepared to carry out intentional programming planned for that gathering. Coordinate planned or unexpected absences with the Youth Missions Team.
10. Be trained in Safe Sanctuaries policies of the Upper NY Conference and of LUMC, and covenant with LUMC to comply with those policies. For retreats or overnight mission trips, prepare a written plan for approval by the Pastor detailing how specific requirements for those events will be carried out.
11. Attend periodic training and education opportunities provided by LUMC to include an annual review of LUMC Safe Sanctuary policies and procedures as they apply to its ministries with youth.

**QUALIFICATIONS:**

1. A strong personal desire to serve others, as Jesus has modeled, and a passion for working with youth.
2. Strong interpersonal skills interacting with youth and their families.
3. A basic understanding of youth and their needs.
4. Willingness to grow in knowledge of youth through periodic education and training opportunities.
5. Ability to carry out detailed planning and adapt to a variety of situations.
6. Have had an active relationship with LUMC for at least 6 months.
7. Be at least 23 years of age and at least 5 years older than the oldest minor enrolled in the Youth Missions program.
8. Completion of consensual background check process.

I have read the position description for Lansing United Methodist Church Youth Missions Coordinator and understand its contents. My signature below indicates my agreement and covenant to abide by the responsibilities set forth above.

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Signature

Date