

LANSING UNITED METHODIST CHURCH
Staff-Parish Relations Committee

JOB TITLE: Youth Ministries Coordinator

REPORTS TO: Works under leadership and supervision of the pastor

SUMMARY: Foster formation, practice, and growth in Christian faith within the Lansing United Methodist Church congregation and the greater Lansing community, especially among youth and their families. Coordinate (recruit, enlist, train, and support) volunteer leadership for one-time events and ongoing programs of Christian faith formation for youth and their families. Interpret and publicize the mission of Lansing United Methodist Church to youth and their families in the LUMC congregation and the greater Lansing Community.

RESPONSIBILITIES:

1. Provide leadership, organization, administrative oversight, teambuilding and direction for Christian faith formation programs for youth in partnership with the Youth Ministries Team (YMT). Guide YMT in developing vision and goals, and evaluating programs and events they offer for youth and their families. Participate in monthly YMT meetings to effectively carry out responsibilities.
2. Help plan and carry out varied and wide-ranging programs with youth-including Sunday morning Christian education, Monday morning pancakes and prayer, Bible studies, youth group, fellowship, service opportunities, and retreats. Organize and lead Senior and Junior High youth groups in conjunction with volunteer adult leaders. Collaborate with YMT to ensure program offers a variety of age appropriate faith-based activities for youth.
3. Coordinate curricula to assure an effective and integrated program of Christian education for grades 7th through 12th. Research and recommend curriculum for use in Sunday School classes. Once curriculum has been approved, order and maintain supplies for use by Sunday School teachers. Help the church use Christian education resources available from the United Methodist Church and other sources.
4. Recruit volunteers to carry out youth activities and youth groups. Coordinate training designed to enhance the abilities of volunteers to carry out their responsibilities in faith formation of the youth and their families.
5. Oversee budget and expenditures for assigned areas of ministry. Draft and coordinate annual budget requests. Train volunteers in procedures for receiving authorization for, and submitting reimbursement for, program expenditures.
6. Communicate with youth and their families as well as the larger LUMC congregation and the Lansing community utilizing website, Sunbeam, bulletin boards, periodic mailings, email, Facebook and various electronic communications, as appropriate.
7. Serve on Confirmation Team to establish curriculum, programming, and activities related to Confirmation as well as recruiting students, establishing timelines, activities, etc. Confirmation Team will lead the Confirmation process in conjunction with the Pastor.
8. Attend LUMC worship service and teach Sunday church school. Participate in other activities as appropriate.

9. Be trained in Safe Sanctuaries policies of the Upper NY Conference and of LUMC, and assist the volunteers with youth and their families in carrying those policies out in assigned areas of ministry. For example, keep attendance records.
10. Participate in staff meetings to coordinate the work of the Youth Ministries area with all other church programs and activities.
11. Participate in policy development, as required. Recommend changes.
12. Willingness to participate in continuing education.
13. Other duties as assigned by pastor.

QUALIFICATIONS:

1. A personal commitment to Christ, a growing faith, and a passion for children, youth, ministry, and the mission of the United Methodist Church.
2. Strong interpersonal skills interacting with children, youth and their families.
3. Demonstrated ability to organize time, people, and resources.
4. Excellent oral and written communication skills.
5. Bachelor's degree or equivalent life experience required; concentration in Christian Education or Ministry preferred.
6. Leadership experience in local church programming preferred.
7. Background check required.

CONDITIONS:

Hours: 20 hours/week, 42-week position. Includes Sunday mornings, Monday mornings, some evenings and some weekends. Schedule to be mutually agreed upon with Pastor to minimize overtime.

Salary: Negotiable at hiring and reviewed annually by the Staff Parish Relations Committee.

Work Evaluation: Evaluated annually by the Pastor with liaison from Staff Parish Relations Committee

Benefits: See LUMC Employee Handbook

Updated: 7/2/19 cds