

**Job Title:** Youth and Young Adult Ministry Coordinator

**Reports** **To**: Director of Family Ministries

**Date/Updated:** March 5, 2025

**POSITION SUMMARY**

Full-time (30+ hours) salaried, exempt position aligned with the Discipleship Team that leads, guides, and champions youth and young adults at Church of the Messiah. The position emphasizes the importance of building relationships, growing spiritually, and serving relationally with other youth and young adults.

**CORE DUTIES AND RESPONSIBILITIES**

* Nurture and support maturing followers of Jesus Christ at Messiah who are youth (Grades 6 through 12) and young adults (ages 18 - 25).
* Provide vision, leadership, planning, and oversight to all aspects of Youth and Young Adult Ministry, including, but not limited to, Sunday School and/or small groups, confirmation, mission trips, service projects, retreats, and other events, as well as administrative and budgetary responsibility.
* Recruit, develop, maintain, and disciple strong unpaid volunteer teams who do the work of the ministry, equipping youth and young adults to grow in faith.
* Support and partner with caregivers in youth's spiritual formation.
* Attend applicable youth and young adult ministry trainings, and proactively research, read, and learn about/from other successful youth and young adult ministry initiatives across the country.
* Network and collaborate with area youth worker groups and area young adult professional organizations, including local universities.
* Represent Youth and Young Adult Ministry on the Messiah Discipleship Team, with a particular emphasis on building a strong connection between Kids and Students Areas.
* Represent Youth and Young Adult Ministry at Messiah Staff Meetings.

**MINIMUM JOB REQUIREMENTS**

* A bachelor’s degree preferred in a related field, and/or equivalent experience.
* Two years minimum experience in youth ministry (paid or unpaid).
* Minimum age of 21 years, in compliance with Messiah's Safe Sanctuary policy.
* A valid driver’s license, with reliable transportation.
* Successful completion of Safe Sanctuary training and passage of background check.
* Available Sundays, and weeknights and evenings as needed.

**REQUIREMENTS AND SKILLS**

* Leads an exemplary life as a follower of Jesus Christ.
* A genuine passion for the Great Commission (Matthew 28: 16-20)
* A demonstrated passion and commitment to the spiritual growth of youth and young adults.
* Familiarity with and support of Methodist doctrine, polity, heritage, and structure.
* A commitment to the mission and vision of the Church of the Messiah.
* A track record of success in a ministry position, including proven fruitfulness with leadership and supervision of volunteer teams. Large church context preferred.
* Collegial and collaborative with effective relational skills.
* Dedication to continuous learning in the field of youth ministry.
* Self-motivated and self-directed, able to work independently under minimal supervision.
* An ability to provide vision and direction for all aspects of youth ministry.
* An ability to partner with, engage, and involve youth's caregivers.
* Strong interpersonal skills with a focus on the ability to identify, invite, motivate, inspire, equip, and encourage unpaid servant teams.
* A demonstrated understanding of current youth and young adult culture.
* A systems thinker, planner, and implementer with an organized approach.
* Excellent written and in-person communicator; able to communicate 1x1 and in large groups with people of all ages.
* Responsible use of social media and communication platforms relevant to youth.
* A capable and gifted teacher and a good role model.
* Ability to deal effectively with conflict.
* Maintain first aid, CPR, and child abuse recognition certificates
* Ability to participate in activities requiring a certain level of physical fitness.
* Ability to attend and participate in COTM events and activities, as needed.
* Follow guidelines and rules as set forth in the United Methodist Book of Discipline.

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I have reviewed the above job description. I fully understand my job duties and responsibilities, and I am able to perform them as outlined above. I further understand that my duties and responsibilities may change or may be modified on a temporary or regular basis, orally or in writing, at the discretion of the Church. If I have any questions or concerns about any of my responsibilities, duties or requirements with respect to my job, I will bring them immediately to the attention of my supervisor or the Director of Human Resources.

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_