

St. Giles Presbyterian Church

Coordinator of Youth Ministries

REVISED APRIL 16, 2019 / APPROVED BY SESSION JUNE 9, 2019

POSITION PURPOSE: In close coordination with the Youth Subcommittee of the Christian Education Committee and the pastoral staff, the Coordinator of Youth Ministries (CYM) shall coordinate youth programming for middle school youth (sixth through eighth grades) and high school youth (ninth through twelfth grades). The CYM shall seek to foster Christian community among our youth advisors, youth, youth families, and congregation that strengthens their commitment and growth in faith in Jesus Christ. Coordinator of Youth Ministries (CYM) may not be a member of St. Giles.

SUPERVISOR: The CYM reports to the Associate Pastor for Family Ministry & Discipleship

RESPONSIBILITIES: Subject to review and adjustment in conjunction with the head of staff, the following constitute the major responsibilities of the CYM of St. Giles Presbyterian Church.

Direct Responsibilities

Year-round

- Be an active part of the worshipping community of St. Giles by attending Sunday worship at least three Sundays per month.
- Attend weekly meetings with Associate Pastor for Family Ministry & Discipleship, monthly Youth Subcommittee meetings, staff retreats, and other meetings as required by the pastoral staff.
- Encourage youth and their families to participate in all facets of the life of the community of faith, including worship, Sunday School, choirs, educational opportunities, youth activities, service projects, etc.
- Refer prospective families for membership to the pastoral staff.
- Refer unusual circumstances with youth or their families where follow-up is desirable to the pastoral staff, and, where appropriate, to youth advisors.
- The CYM is a mandated reporter per the St. Giles Safe Place Policy.
- Nurture a relationship with youth advisors insuring that they are an informed, integrated part of the youth ministry team.
- Support advisors with Sunday evening programs that the advisors will usually lead.

- Meet regularly with advisors to plan and brainstorm each semester, to evaluate how things are going, and to pray for the youth. We expect these group meetings to happen no fewer than three times a year: Usually, (1) a fall planning meeting, (2) a spring planning meeting, and (3) a summer evaluation/retreat. Meeting with individual advisors will happen as often as necessary.
- Build appropriate personal connections with the youth of St. Giles.
- Provide leadership for and function as the primary staff person relating to youth ministries at St. Giles.
- Coordinate youth activities with other ministries of the congregation in cooperation with staff.
- Maintain regular, professional, and efficient communication via email and phone with staff and all involved with St. Giles.
- Ensure that all youth volunteers have been approved via the Safe Place Policy, and background checks have been performed for youth advisors and for overnight chaperones.
- Establish and maintain a process of pastoral care of all youth, particularly when youth involvement decreases.
- Notify the staff prior to all unforeseen and untimely absences from regularly scheduled events, and provide a suitable substitute in the case of anticipated absence.

School Year

- **Insure implementation** of age appropriate activities for youth that promote community through fellowship, service, study and worship development. This is primarily implemented in Sunday night youth meetings held scheduled during the school year. Other activities might include dramatic presentations, small group Bible study, retreats and service projects.
- Attend one of the two weekend trips with the middle school youth (Bonclarcken or CROSS) and Mini-Montreat with the high school youth. Attending the second middle school trip is optional.

Summer

- Ordinarily attend one of the two major summer High School age trips. Those are currently the Youth Mission Trip and the Montreat Youth Conference. Attending the second major trip is optional.

- Ordinarily, we expect “comp time” (about three weeks) to be taken each year to cover the extend hours of youth trips; this will be negotiated in advance with the Associate Pastor for Family Ministry & Discipleship.

Shared Responsibilities with Youth Subcommittee

- **Research, plan and approve** in advance age appropriate activities for youth - in conjunction with the youth advisors - that promote community through fellowship, service, study and worship development. Other activities might include dramatic presentations, small group Bible study, trips and service projects.
- Recruitment and training of youth advisors and other adult volunteers.
- Help support fund-raising activities (e.g. Pumpkin Patch, Stuff-it campaign) that support special youth activities and trips. The CYM will have an active role in fundraising, but the fundraising will be designed and managed by the youth subcommittee.
- Be in contact with office and pastoral staff and provide a timely and accurate schedule of youth activities. Keep the congregation informed of youth events in advance by coordinating the publicity for youth activities through the appropriate vehicles provided by the church (e.g. weekly e-mailer, special mailings, posters, bulletin announcements, web page, etc.).
- Review the roster of youth and families and maintain the roster in Google Drive.

Not responsible

- Youth Sunday School (Responsibility of Christian Education Committee)
- Management of budgeted funds for Youth Ministry (Responsibility of the Youth Subcommittee Chair).
- Training and administration of the Safe Place policy (Responsibility of Christian Education Committee and Associate Pastor for Family Ministry & Discipleship).

RESPONSIBILITIES OF THE CONGREGATION: St. Giles values its staff members and will provide support and nurture the faith of its staff. Therefore, we will:

- Encourage, pray and support the CYM as a leader.
- Staff a Youth Subcommittee to assist the CYM.
- Support the CYM with a competitive salary package.
- Provide an office, office phone with voicemail, email account for church business, and a monthly cell phone stipend.

- Support and encourage continuing education with approval of the Associate Pastor for Family Ministry & Discipleship
- Provide the CYM with paid time off in accordance with the Part-Time Staff guidelines of the congregation.
- Assign the CYM a liaison from the Personnel committee for support.
- Annually review the terms of your employment with the Head of Staff, liaison from Personnel Committee, and the Associate Pastor for Family Ministry & Discipleship

WORKING CONDITIONS: The position of Coordinator of Youth Ministries requires great flexibility in hours available for work, including evenings and weekends. The position is a part-time, salaried position and the salary is based upon a projected 20 hours per week. Furthermore, it is recognized that the schedule may vary at different times of the year. A narrative time card will be turned in weekly to the Associate Pastor for Family Ministry & Discipleship.

Reviewed and approved and in force until replaced.

Head of Staff

Date

Associate Pastor for Family Ministry & Discipleship

Date

Chair of Youth Sub Committee

Date

Chair of Christian Education Committee

Date

Chair of Personnel Committee

Date

Coordinator of Youth Ministries

Date