

Amended 19 July 2015

**CENTRAL PRESBYTERIAN CHURCH  
YOUTH MINISTRY COORDINATOR(PART-TIME)  
JOB DESCRIPTION**

**Goals**

**Nurture:**

- To cultivate Christian spiritual growth in the youth community of Central Presbyterian Church focusing on youth grades 7 to 12.

**Integration:**

- To train and equip the youth in God's word so they may be a living example of His light in our community and congregation.
- To encourage the participation of youth of all genders in the congregational life and the participation of the congregation in the lives of our youth. (E.g., participation in morning services).

**Planning**

- To modify or develop plans and programs for youth to meet the overall mission and objectives, in consultation with the Christian Education Committee of Central Church.

**Coordination and Implementation**

- To coordinate, oversee and/or implement plans and programs and special events (weekly, monthly, annually) for junior high (Gr. 7 & 8) and senior high (Gr 9-12). At present Central offers the following youth programs: (current meeting nights added for information)
- Junior Youth – Grades 7-8 – Weekly on Monday nights
- Senior Youth – Grades 9-12 – Weekly on Wednesday nights
- In conjunction with the Christian Education Committee and the Children's Ministry Leader, develop a transition plan into the youth program.
- To connect with Junior & Senior Youth (Grades 7-12) & their families on Sunday mornings and other times during the week.
- To act as liaison to parents keeping them informed of what is happening in the church's youth programs and making them aware of any concerns with individual youth
- To work closely with the Ministry team in all aspects of the life and growth of the church.
- To create a safe and welcoming environment for all youth through proper supervision and discipline.

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## **Teaching and Training**

- To initiate and facilitate opportunities for leadership training and development in the youth.
- To provide relevant teaching for youth through approved approaches and resources in consultation with the Minister.
- To recruit and train leaders (volunteers) to assist in programs.
- To ensure all volunteers comply with Leading with Care regulations and that police record checks are obtained and current for all volunteers.
- To liaison with other Presbyterian churches and support the National Church initiatives (E.g., PYPs, Canada Youth, Camp Kintail etc.).
- To encourage youth to use their gifts in building the kingdom of God.

## **Outreach**

- Develop a community network (community and other church or youth organizations) in order to recognize and address needs outside the church community (E.g., Youth for Christ)

## **Reporting and Accountability**

- Attend weekly team meetings with the Minister and Children's Ministry Leader.
- Attend monthly Christian Education committee meetings (currently 4<sup>th</sup> Tuesday at 7:30 pm)
- Report monthly and bring forward items for discussion on the agenda for the Christian Education Committee.
- Update, ministry specific website, and social media outlets.
- Prepare an annual report for the annual congregational meeting.
- Meet with the Personnel Committee once every four months.
- Participate (be visible) in the life and work of the congregation (E.g. attend Sunday worship).

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## Administration

- Prepare an annual budget for the youth program within the overall congregational budget framework and constraints and be accountable for the budget
- Expenses incurred for the running of any program to be submitted to the Chair of Christian Education Committee for review and approval. Once approved, these will be forwarded to the Central Church Treasurer for reimbursement. **Expenses for any program to be of a reasonable nature and if in excess of \$250 must have prior approval of the Christian Education Committee.**
- Follow the policies of the Leading with Care document of the Presbyterian Church in Canada.
- Coordinate advertising of youth events.
- Ongoing learning and development opportunities to be supported by the Christian Education committee in order to remain current on youth issues and faith formation.
- Must hold a valid G drivers license with access to own reliable transportation for ministry related travel.

This job description is subject to change based on the needs of Central Church and changing expectations will be communicated to the Chair of Christian Education and the Youth Ministry Coordinator.