



## **DETAILED MINISTRY DESCRIPTION**

*Living God's Word,  
Sharing God's Love*

### ***Youth Coordinator***

#### ***Youth Team Vision***

To see every youth have a sustaining relationship with God by the time they leave the program.

#### ***Title***

Youth Coordinator.

#### ***Purpose***

To assist the youth director in recruiting volunteers, finding study material, and engaging in the lives of the youth.

#### ***Responsible to***

Youth Director and the Church Council.

#### ***Description of duties***

- Become familiar with the Vision and Mission statements of the church. Plan the team's goals and objectives to fulfill those statements.
- Recruit members to organize a council to plan and carry out the programs of Youth Ministry.
- To conduct Parent Advisory Meetings once a quarter.
- To be a go between for parents, youth, and Youth Director.
- To take an active role of any minor concerns of parents or direct them to the Youth Director.

#### ***Budget Responsibilities***

- Be familiar with the youth budget and what is available.
- Make recommendations to Youth Minister for annual budget needs.

#### ***Annual Charge Conference Attendance***

The annual Charge Conference meeting is an important connectional meeting between our church and the conference. You should make every effort to attend this meeting. If your position requires that you report to the Charge Conference, make preparations for this report well ahead of the meeting date.

#### ***Time requirements***

- Attend meetings of the Church Council.
- Attend at least one youth trip a year.

### ***Term***

One year, with annual renewal (if mutually desired) for a maximum of 3 years.

### ***Training and resources***

- The United Methodist [Book of Discipline](#) - ¶256.3.
- Cokesbury Guideline: [Ministries with Young People](#) – Available on the LUMC Equipping Ministry webpage.
- Serve one year as a “shadow” to the current Youth Coordinator.
- Interpreter magazine.
- Any training that is conducted through the Church Council and the District.

### ***Background Check***

Required for this position.

### ***Ministry Description Updates***

It is your responsibility to review this ministry description at least once each year for changes and updates. The Leader Orientation Meeting that is held in January is a good time to do this.

### ***Qualifications, skills, and gifts***

- A personal and growing relationship with Christ.
- On a personal spiritual journey.
- Very Relational.
- Possess one more of the following spiritual gifts:
  - Administrative(R)\*
  - Leadership(D)

\*R – Required

\*D – Desired

### ***Benefits to the Servant***

Satisfaction that you are using your gifts and abilities as a vital part of supporting the church’s ministry by training, loving, and growing the youth of our congregation and community in their spiritual relationship with God.