



FAIRFIELD UNITED METHODIST CHURCH

1505 NC Hwy 62 West • High Point, NC 27263 • (336) 431-5743 • www.fairfieldumc.com

Coordinator of Youth Ministry

Job Description

Title

Coordinator of Youth Ministry – Part time, 15-20 hours per week. This position works under direct supervision of the Pastor and is overseen by the Staff Parish Relations Committee (SPRC). The Coordinator of Youth Ministry will work closely with church staff (including the Pastor, Director of Music Ministries, and Church Administrator), and volunteers on the youth team.

Ministry Purpose

To make and grow disciples of Jesus Christ by leading a ministry to youth. The Coordinator of Youth Ministry will strive to cultivate positive relationships and community life.

Building relationships by:

- Providing an environment that encourages youth to develop their relationship with God.
- Providing youth with opportunities for worship, spiritual growth, fellowship, and foundations that will guide them in everyday life.
- Developing a culture where youth feel they are loved and a vital part of the Fairfield UMC family.
- Engaging parents and families as vital partners; encouraging their support and service in these ministries.
- Encouraging families to participate in the youth programs and to become a larger part of the Fairfield UMC congregation.

Responsibilities

- Provide a Christ-like example in speech and actions to serve as a role model
- Lead and assist the youth ministry team in providing ministry to the youth of the church. This includes, but is not limited to: weekly programming, Bible studies, Vacation Bible School, community programs, discipleship training, missions/service, and worship/fellowship
- Plan, attend, recruit volunteers, and implement youth weekly activities and programming
- Coordinate and facilitate all youth ministries events and activities
- Plan and facilitate youth mission opportunities, locally and out of state
- Lead by example by being present and/or participating in both Sunday morning worship services and activities
- Help coordinate youth participation in worship services throughout the year
- Create a safe environment and maintain policies for safe ministry
- Be available to youth in a variety of ways (at school, at non-scholastic activities, for home or off-site visits, during times of crisis, etc.) while maintaining healthy, professional boundaries
- Be intentional about connecting youth ministry with *all* generations
- Communicate with parents, families, staff, church leadership, and church membership for the purposes of informing and equipping
- Adhere to the annual budget for youth ministry in conjunction with the ministry teams for this group and maintain accurate financial records and receipts
- Coordinate and facilitate fundraising activities for youth-related functions to supplement budget guidelines



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Responsibilities continued

- Participate in Church Council meetings and other leadership meetings
- Meet with the pastor and staff regularly to develop strong working relationships

Desired Qualifications:

- Possess a deep and growing relationship with Jesus Christ as Lord and Savior
- Embrace Christian discipline and United Methodist doctrine and practice
- Have a degree and experience (preferred) related to youth and/or children's ministry (other equivalent degrees or relevant certifications may also be considered)
- Display excellent interpersonal skills, conflict management skills, and a proven ability to work effectively with youth, parents, families, and teams of volunteers
- Exhibit excellent organizational and communication skills: phone, writing, texting, and technological proficiency – websites, social media, email, newsletters, and calendars
- Possess basic knowledge of adolescent and child development and emotional needs
- Be self-motivated, have a servant's heart, and show entrepreneurial leadership
- Undergo and pass a personal background screening process

Compensation and Benefits

The Coordinator of Youth Ministries is a part-time position with salary and benefits commensurate with education and experience.

Direct all inquiries and/or send resume, cover letter, and three references to:

Meredith Antley

mantley12@gmail.com

Cell phone: (336) 870-1825

Church Office phone: (336) 431-5743

Fairfield United Methodist Church

Attention Meredith Antley

1505 NC Highway 62 West, High Point, NC 27263