

First Congregational Church, United Church of Christ  
38 South Winooski Avenue  
Burlington, Vermont 05401  
www.firstchurchburlington.org



## **Position Description**

March 2018

**Position Title:** Youth and Young Adult Ministries Coordinator

**Reports to:** Community Ministries Coordinator

**Status:** Part-Time

**Hours:** Approximately 15+ hours per week. "At will" position.

**Rate:** \$20/hour

**Fair Labor and Standards Act (FLSA):** Non-Exempt

**Apply:** Please send cover letter and resume to: [info@firstchurchburlington.org](mailto:info@firstchurchburlington.org)

### ***Result Expected***

An effective *Youth and Young Adult Ministries Coordinator* will work with young people and other church and community leaders including our Community Ministries Coordinator (CMC) and Children's Ministries Coordinator to address the needs of youth and maximize opportunities so that all youth grow in strength and wisdom. Youth ministry shall be for, with, and by youth. Youth in our congregation and community will grow in faith as Christian disciples. The coordinator will focus on affirmation and mobilization, guiding youth to develop a sense of identity and then leading them out into the world to serve. The Youth and Young Adult Ministries Coordinator will also establish a presence on local college campuses and work to create a ministry that serves students as they continue on their journey of faith.

### ***Responsibilities of the Position***

- The Youth and Young Adult Ministries Coordinator will be attentive to the hopes, concerns, and needs of youth and young adults in the community to determine how the congregation might serve them and their families and how they might serve one another as Christian disciples and good neighbors.
- This Coordinator will identify key people in the congregation and community for collaboration and advocacy for young people's issues.
- The Coordinator needs to be familiar with the congregation's overall goals and how they are achieved through the congregation's ministry by, with, and for youth.
- This Coordinator will advocate that all youth are welcome and will raise congregational awareness of the needs and contributions of youth in the community and the world.
- The Coordinator will promote the understanding of Christian vocation in daily life in work with youth, building understanding of God's call for all Christians.

### **PROGRAMMING**

- The Coordinator will work with others to plan and carry out ministry by, with, and for youth in varied and wide-ranging programs that include worship, study, fellowship, service opportunities, and others.
- The Coordinator will work with the Community Ministries Coordinator to create and implement a ministry that serves the needs of students at local colleges including elements of worship, study, fellowship, service opportunities, and other unique offerings.

- The Coordinator will work with other leaders to learn about curriculum and other resources available for youth and young adults in order to help teachers and group leaders select appropriate resources for study and growth.

## **RELATIONSHIP**

- The Coordinator will develop safe, healthy relationships with youth, young adults and their families.
- The Coordinator is encouraged to maintain a healthy and growing personal spiritual life and to lead others to do the same.
- The Coordinator will advocate for quality leaders and excellent mentors who encourage young people to develop their own gifts, skills, strengths, and ideas.
- The Coordinator will guide the work of the Youth Ministries Committee throughout the year, including planning agendas and presiding at meetings.
- The Coordinator will intentionally communicate with organizations, people, and resources in the community that relate to youth and seek to connect the congregation with the community for a strong program.

## **CHURCH ENVIRONMENT**

- The Coordinator will be informed of, and follow safety policies, procedures, and requirements that are to be followed by the local church.
- The Coordinator will work with the Community Ministries Coordinator, the Youth Ministries Committee and the Building Committee to design, create, and maintain a physical environment that is safe, inviting, and engaging for young people (6th grade - college).