



BE TRANSFORMED | SEA TRANSFORMADO

YOUTH COORDINATOR

Hours of Work:

- 2 hours per week in person, 5 hours of administrative work, 3 hours of other duties as assigned, plus 30 hours additional each year for large youth ministry event planning and execution.
 - Every Friday 6:00 p.m. - 9:30 p.m. (3.5 hours)
 - Every Sunday, morning-10 a.m.-1:30 p.m. (4.5 hours)
 - Every first Thursday evening of the month (1.5 hours)
 - Weekly Family Discipleship Meetings- (2 hours)
 - Every other 4th Monday of the month, evening (2 hours)
 - Quarterly Staff Meetings-Saturday mornings (2 hours)
- Meetings (in person and on phone) as scheduled
- Yearly Special Events

Location of Work: Epworth United Methodist Church – Gaithersburg, MD – www.epworthunited.org

- THE VISION OF EUMC: “To be a church of the community that invites, connects, disciples, and sends out people for Jesus Christ as the Holy Spirit transforms hearts, lives, and communities.

Purpose:

- The mission of the Youth Ministry Coordinator of Epworth United Methodist is to define and implement the process, format, and structure to sustain a viable youth outreach program that continually reaches youth in the community, supports at risk youth, helps them to grow and deepen their faith as individuals and leaders, presents the love of God, and whenever possible integrates them into the structure and fellowship of Epworth UMC.

Reporting To: Pastor of Discipleship

Position Requirements:

Sunday Activities

1. Greet youth and parents

- leaving 9am and coming to 10:30 am services
- leaving 10:30 service and coming to 12noon service

2. Coordination of youth participation in worship whether through weekly service or youth led worship services or services with high youth participation (confirmation, graduating senior Sunday, mission Sunday)

3. **Coordination of youth leadership team who supports and leads ministry within youth ministry. Visioning and implementing ideas in youth retreats, Friday night hangout activities, send out**
4. **Make any youth related announcements** at end of 10:30 service and at beginning of Spanish service
5. **Check in with:**
 - Youth Sunday School 12-1pm
 - Youth Small groups meeting 12-1pm. (Check-in and coordinate with the leaders of the weekly, middle school and high school small groups)
 - Family Life Group
 - Be available to teach Middle and Senior High School one Sunday per month. Additionally, responsible for providing teachers curriculum, ensure attendance is taken, and youth ministry announcements are made students and parents

Youth Evening Activities-Friday Night Fuel Ministry “Friday Night Live”

1. Coordinate Youth Evening Activities

- Ensure everything is set up and ready
- Ensure attendance is taken
- Lead Bible Study
- Coordinate Hang Out Event

Communication

1. **Provide connection and Communication to local parents, families and youth.** This includes:
 - Ongoing weekly BILINGUAL Spanish /English communication regarding upcoming events
 - Effective communication of large, shared events (Mission trips, confirmation schedule, weekly gatherings, retreats etc.)
 - Administrative task: proficient in use of technology i.e., texting, email, social media, what’s app, updating church database platforms.
2. Identify families and youth who are not integrating from the local church. **Present unified youth ministry connection into local context**, including but not limited to
 - Using appropriate communication channels for calendar, information distribution
 - Clearing building use with appropriate channels
 - Providing appropriate teams with needed information (connecting with executive leadership, children and young adult ministries, and general vision of disciple)
3. **Bring areas of need, concerns, localized knowledge, and awareness to pastor of discipleship and Lead pastors.**

Relationship Building with Parents and Youth

1. **Build relationships** with all youth at Epworth, encouraging them to become connected into larger youth ministry. **Develop mentoring/leadership development connection** with select youth poised to grow.
2. **Aide Pastor of Discipleship in knowing gifts and skills of individual youth**
3. **Refer youth in need to Pastor of Discipleship for counseling.**

Meetings

1. Attend EUMC FUEL Youth Meetings and EUMC Disciple meetings

Note: Meetings called/Led by Disciple Leads or Pastor of Discipleship.

2. Attend Parent and Youth Disciple Meetings 4 X a year

3. Lead Monthly Youth Ministry Conference Calls

Note: Agenda and reminder done by Youth Coordinator. Call Led by Youth Coordinator or Pastor of Discipleship

4. Attend additional called Meetings as needed for events like:

- Baltimore/Peninsula Delaware UMC Annual Youth Retreat
- Mission Brunch
- Retreats
- Confirmation
- Small Groups

5. Attend EUMC Staff Meetings

Special Events

1. Work with Family Discipleship Ministry on Special Events

Note: Youth Coordinator is expected to be at all these events

- Baltimore/Peninsula Annual Conference Youth Retreat
- Youth Retreats – 1 or 2 per year
- VBS week – 2nd week after youth school ends for the Summer and plan youth evening events for student volunteers
- Yearly Missions Brunch
- Youth Mission Trip in Summer (weeklong overnight and offsite)
- Soccer Clinic 6-8pm one week in summer
- Basketball Clinic 6-8pm one week in summer

ADDITIONAL REQUIREMENTS:

- Bilingual Preferred but not required
- Safe Sanctuary Training and Acknowledgement
- Confidentiality Agreement
- Background check