



Our Mission:

We strive to embody the hope and love of Jesus for all through service, worship, and companionship.

Position: Youth Ministry Coordinator (part-time, 20 hours/week)

Staff Member:

Reports to: Director of Faith Formation

General Description

The Youth Ministry Coordinator is a Christ-centered, energetic, and open-minded individual who is able to effectively communicate and relate to all generations. This person will create a welcoming, safe, and fun environment for youth (ages 6th grade through 12th grade) and their families at Hyde Park Community. Responsibilities include leading Sunday morning programs, teaching Confirmation classes, and organizing retreats, Bible studies, and community events. The Coordinator will also work in collaboration with other staff to plan service projects and mission trips, recruit and train volunteers of all generations, and manage communications and administration for the ministry. The Coordinator will work intentionally to create an environment of inclusivity that allows for youth of all walks of life to be in community and find a place of belonging.

Staff Commitments

Commitment to Christian faith

Commitment to the mission of Hyde Park Community United Methodist Church

Commitment to team ministry

Commitment to excellence in all areas of responsibility

Supervision and Leadership

The Youth Ministry Coordinator will report to the Director of Faith Formation and will work collaboratively with other directors, staff, and laity.

Responsibilities

Youth Programming

- Create a welcoming Sunday morning experience for youth and their families.
- Research latest curriculum trends and implement age-appropriate lessons into all youth programming.
- Develop, train, recruit, and nurture teams of multi-generational volunteers and Youth Counselors throughout the year.
- Teach Sunday lessons as needed.

Community Building

- Engage the youth and families in extra activities, such as: retreats, lock-ins, and Bible study.
- Create weekday opportunities for youth to build relationships with each other and Christ.

Confirmation

- Schedule, coordinate, and teach classes and retreats in collaboration with the Director of Faith Formation and Senior Pastor.

- Plan Confirmation Sunday.
- Communicate with all families eligible for Confirmation each year.

Community Event Support and Planning

- Support the Director of Connection in all VBS, Easter Egg Hunt, Block Party, and Live Nativity planning and implementation.
- Support the Director of Faith Formation in Family Camp planning, recruitment, and implementation.
- Collaborate with the Director of Faith Formation and Children's Ministry Coordinator to plan the annual Family Christmas Eve Service.
- Plan annual Youth Sunday in collaboration with the Director of Faith Formation and Worship Team. Work to encourage all ages to participate in leading parts of worship.
- Collaborate with the Pastor of Mission and Outreach & Young Adults to plan opportunities for youth to serve, including local service projects and Super Serve Saturday.
- Plan an annual mission trip with the help of the Pastor of Mission and Outreach & Young Adults.

Recruiting and Connecting Families

- Work with the Director of Connection to connect families as greeters.
- Collaborate with the Worship Team to connect families to be communion stewards and worship participants.
- Follow up with new visitors from Sunday mornings via email, phone call, and/or hand written notes and track in Realm.
- Develop a process to support and keep college students connected to HPCUMC.

Communication and Administration

- Collaborate with the Director of Faith Formation to design a monthly newsletter for youth families.
- Create social media posts for Facebook and Instagram to highlight the youth ministry.
- Provide monthly social media plans to the Communication Team.
- Submit current curriculum themes and other Sunday morning information to be shared on the website to the Director of Communication.
- Coordinate hand written mailings, such as thank you notes, etc.
- Create and manage the annual budget for youth ministry in conversation with the Director of Faith Formation.
- Reserve spaces and submit work orders requests for all Youth Ministry events.
- Collaborate with the Children's Ministry Coordinator, and Early Childhood Coordinator to maintain order in the Family Ministry office, closets and classrooms.
- Train all volunteers yearly to ensure that HPCUMC's Safer Sanctuaries Policies are enforced.

Meeting and Other Requirements

- Present every Sunday morning from 8:30 am - 12:30 pm.
- Attend monthly Staff Meetings.
- Attend Faith Formation Meetings every other month.
- Attend monthly check-ins with the Director of Faith Formation.

Qualifications and Skills

- Associates Degree in related fields.
- Open minded.
- Ability to work on a flexible schedule.
- Adaptable.
- Ability to work with multiple generations.
- Experience training, leading, and recruiting volunteers/teams of people.

Accountability

The Youth Ministry Coordinator will:

- Report to the Director of Faith Formation as noted in the Organization Chart.
- Work in alignment to the mission of HPC & The United Methodist Church as outlined in the [Strategic Plan](#), [Inclusivity Statement](#), and Employee Handbook.
- Demonstrate commitment to team ministry including trust, engagement, commitment to plan of action, accountability, achievement of collective goals/results.
- Demonstrate commitment to excellence in all areas of responsibility.