

First Presbyterian Church  
Jacksonville, Illinois

Position Description – Coordinator of Youth Ministry

**Purpose**

To lead in word, work, and example the Youth of the church; to coordinate meaningful activities and events; to encourage Youth to live lives nearer to the calling of Christ; to foster relationship with God through Godly relationships with others; to be a Friend of youth on their journey in faith.

**Accountability**

The coordinator of Youth Ministry is accountable to the Pastor as Head of Staff.

**Responsibilities**

1. To supervise, coordinate and assist with:
  - a. Youth Group meeting and activities.
  - b. Special Youth Group programs or worship services.
  - c. Service and mission projects of the Youth of the church.
2. To develop a Monthly Youth Calendar.
3. To plan mailings to youth and coordinate with the office manager.
4. To develop and maintain a collection of resource materials for Youth Leaders.
5. To recruit, train and support additional Youth Leaders from within our congregation, encouraging parental support.
6. To make budget recommendations to the Youth Ministry Committee and Session.
7. To attend Youth Ministry Committee meetings regularly.
8. To hold Youth Leader Staff meetings as necessary.
9. To provide leadership and direction for two Annual Youth Sunday worship services.
10. To plan retreats and mission trips according to the following scheme: Year One – large scale Mission Trip; Year Two – Presbyterian Youth Triennium; Year Three – summer travel of some sort.

**Relationships**

The church Coordinator of Youth Ministry is accountable to the Pastor as head of staff and the session Youth Ministry Committee in the performance of his/her responsibilities.

**Evaluation and Compensation**

Performance reviews will be conducted annually by the Pastor and the Session Personnel Committee. The Session Personnel Committee will annually review the adequacy of compensation.