

**OAK GROVE PRESBYTERIAN CHURCH
YOUTH AND YOUNG ADULT MINISTRIES COORDINATOR**

Status: Part-time, 20-30 hr/wk negotiable

Reports to: Associate Pastor

Date: November 12, 2018

Direct Reports:

Approved by: Personnel Committee

JOB SUMMARY:

To develop and maintain an environment that will foster Christian faith formation by providing opportunities for spiritual development, learning, the arts, service and fellowship for middle and senior high school youth and young adults.

ACCOUNTABILITY:

Accountable to the congregation through the Session and Head of Staff for the fulfillment of the responsibilities of the position description, and, if ordained, to the Presbytery of the Twin Cities Area through the Committee on Ministry.

ESSENTIAL FUNCTIONS:

Youth

- Coordinate, implement, and provide staff resourcing for middle school (Confirmation) and senior high students and their families. This includes administrative duties, maintaining a budget, and helping youth find places to serve at Oak Grove and in the community.
- Insure communications with youth, parents, staff, volunteers, and other affected persons regarding youth activities, planning, training, scheduling, etc. are accurate and timely.
- Provide pastoral leadership and support to the Youth Committee
- Actively recruit and train adults to work and form relationships with youth through mentoring, intergenerational worship, service and outreach.
- Work closely with Wednesday evening and Sunday morning leaders and provide training, direction and curriculum as needed.
- Work alongside other staff to maintain social media outlets and provide posts and content for youth and young adult activities
- Lead the summer mission trip, including related fundraisers.
- Provide a presence to youth and their families at occasional community and school events—sports, music, theater.
- Participate in worship at least twice monthly.

Other

- Support young adults and young families through development, resourcing, and promoting opportunities to connect with one another and with Oak Grove.
- Spearhead outreach to young adults outside of Oak Grove.
- Promote intergenerational relationships by coordinating with other staff and members to create opportunities for shared experiences.
- Encourage community outreach (local and global)
- Participate in other opportunities according to the person's gifts and interests, coordinated with the rest of the staff. These may include resourcing other committees, occasional preaching, pastoral care, etc.

- Participate alongside other staff in marketing projects and provide input on how best to reach youth and young adults

MINIMUM QUALIFICATIONS:

- Active, faithful worship and prayer life
- Strong organizational and communication skills
- Ability to communicate with youth and young adults, providing encouragement and support and serving as a model of Christian Discipleship.
- Bachelor's Degree
- Youth work degree or similar experience working with youth
- Excellent written, oral and social media communication skills.
- Experience as a team leader.
- Ability to maintain confidentiality.

We are open to an ordained person, in which case the title would be Associate Pastor for Youth and Young Adults.

WORKING CONDITIONS:

- Generally, on site in an office environment sitting at a desk, in front of a computer for periods of time.
- Active. Some travel to retreats and mission trips.