

**Part-time Youth Ministry Coordinator
Grace Presbyterian Church of Cookeville, Tennessee
December 2011**

Summary of Position

The Youth Ministry Coordinator will develop and coordinate ministry to youth and children and their families, with a particular emphasis upon junior and senior high students. He will be expected to work 20 hours/week with the exception of a two month period of time surrounding the summer activities of the church. During those two months, which will be agreed upon by the Session and the Youth Ministry Coordinator, he will work 40 hours/week.

Qualifications

1. A commitment to the gospel of Jesus Christ as the power and content of ministry. He must be able to give a credible confession concerning his belief about Jesus Christ.
2. A basic understanding of and agreement with the Reformed faith as expressed in the Westminster Standards
3. A commitment to the purpose of Grace Presbyterian Church: to glorify God by gathering and growing His people in accordance with His word. This means attending worship services and Sunday School
4. A commitment to the ordinary means of grace (the Word, sacraments, prayer, discipline, and fellowship) as the way that families and youth grow as disciples of Jesus Christ.
5. A passion to see children and youth grow in their knowledge of the gospel of Christ and the word of God
6. A teachable, submissive, and servant heart.
7. A diligent and responsible steward of the time, talents, and treasure entrusted to him.
8. Leadership abilities to oversee family ministry, recruit volunteers, and plan events
9. Has gift of teaching and is able to communicate Biblical truths in an understandable way to youth and children
10. Has had previous experience with working with youth and can provide references to the church so that they can verify.
11. Preferably is a college graduate.

Duties and Responsibilities

1. Attend Sunday School, and Sunday morning and evening worship.
2. Pray for the families of the church. (1 hour)
3. Prepare for and teach the weekly youth group Bible study and Sunday School class. (7 hours)
4. Meet weekly with the Senior Pastor, and staff of the church. (2 hours)
5. Organize and participate in junior high and senior high youth ministry, including, but not limited to weekly youth group meetings, small group Bible studies, recruiting volunteers to assist, service projects, retreats/conferences, mission trips. This ministry will be communicated and coordinated with the Youth and Children's Committee (or YAC committee). (5 hours)
6. Cultivate close relationships with the youth of the church, through one-on-one and small group evangelistic and discipling meetings. (3 hours)
7. Cultivate close relationships with the parents of the youth. (2 hours)
8. Report at the YAC Committee meeting each month with detailed summary report of activities, who he has met with and car mileage.
9. Any other duty that might be requested by the Senior Pastor or Youth and Children's Committee.

Benefits

1. The experience of the applicant will determine the salary of the YM Coordinator.
2. Two weeks of paid vacation each year, coordinated through the Senior Pastor and reported to the Session. Normally a vacation week will not be taken during the two month period of full-time work.
3. Ministry expenses of \$1500/year (mileage, meals, supplies).

Resumes of applicant must include the following items: name, current address, phone and email information, applicant's home church and address, school information (name, degree, year graduated), job history (position, location of job, type of work, address, length of service, reason for leaving), any related training or conferences attended, the names of 3 books read in last 6 months; a written testimony, and a summary of his philosophy of youth ministry, and 3 references (pastor, former employer and non-relative).

Send the above information to: Andrew Berg, Associate Pastor of Grace Presbyterian Church 2226 Burton Branch Road, Cookeville, TN 38506 (931) 537-6400