



Job Description

Job Title: Discipleship Coordinator for Youth Ministry

Position Details: Part-time, Ministry Staff Position

Position Summary

Provide spiritual care, teaching, discipleship, and mentorship for students of Redeemer Orange County, while also providing some youth ministry administrative assistance to the Associate Pastor.

Job Responsibilities

- Pastoral care
 - Provide spiritual care for 6th – 12th grade students of Redeemer Orange County, especially the female students.
 - Assist the Associate Pastor and the Pastoral Assistant for Youth Ministry as they support the youth parents in the discipleship process of their youth age sons and daughters.
 - Meet weekly with students to build relationships, support, encourage, read Scripture, and pray, especially female students.
 - B Keep a contact list of current students.

Follow up with all new students and actively reach out to friends of students, especially female students.
- Weekly Programs
 - Lead a weekly Sunday morning Middle Hour Jr. High girls small group.
 - Attend and organize monthly Middle Hour youth breakfasts.
 - Attend and help in the implementation of weekly mid-week Jr. High Gatherings (September – June) including leading a Jr. High girls small group and fostering relationships with and among them..
 - Help organize, attend, and lead a girls small group at Summer Mid-Week Gatherings/Studies for Jr. High & High School students.
 - Assist in the preparation, set-up, and follow-up for all weekly programs.
- Special Gatherings, Events & Trips
 - Attend all special youth gatherings, events, and trips.
- Student Mentorship
 - Set aside at least 3 hours each week to intentionally spend time mentoring and informally hanging out with Jr. High and High School female students, with a major focus on Jr. High female students.
- Leadership Development
 - Meet monthly with the Associate Pastor to be trained, supported, and encouraged as the Discipleship Coordinator.
 - Attend quarterly meetings for adult youth ministry volunteers.
- Administrative Assistant Work
 - Assist the Associate Pastor in Youth Ministry related Administrative Work in the following areas:
 - Scheduling and reminder communication (emails) to youth ministry volunteers about gatherings, events, and trainings.
 - Reminder and update communication (emails) to parents about formal and informal Jr. High and High School gatherings, events, and trips.
 - Design email invitation cards through Paperless Post for special gatherings, events, and trips, track RSVPs, and follow up with parents.

- Assist the Associate Pastor in the calendar planning and updating of print calendars.
- Collect and retain registration and medical forms for all trips and events.
- Organize Monthly Youth Breakfasts throughout the year.
- Order new supplies for youth ministry if needed.
- Assist in the planning and buying supplies for all trip and events.
- Assist in other related administrative work as needed.

Job Skills, Abilities, and Knowledge

- Experience in youth ministry and working with students.
- Good communication skills, both with students and parents.
- Good organizational skills
- Strong and respected relationships with families.
- Demonstrated interpersonal skills.
- Ability to initiate and build relationships and follow up with students.
- Respects and works well on a team and under authority.
- Faithful to commitments.

Has a good knowledge of the Bible and theology and can communicate basic truths in simple ways to students. **Other Requirements**

- Active member of Redeemer Orange County.
- Able to support and agree with the doctrinal standards of Redeemer Orange County.
- Embody a love and support for the local church, her pastors and session.

Supervisor: Associate Pastor

Employment Period: June 1, 2017 – August 31, 2018

Compensation: The position pays \$1,127 per month, with an expectation of 13 +/- hours per week.

Sample of possible weekly hours:

- Sundays (1 hour + 1 hour prep)
- Jr. High Mid-Week (2 hours + 1 hour prep)
- Student Mentorship/Informal hangouts (3 hours)
- Special Gatherings/Events/Trips/Meeting (hours vary each month, average out at 2 hours per week)
- Administrative Assistant Work (2-3 hours per week)
- Total Hour per week – 13 Hours +/-