



Job Description

Job Title: Youth Ministry Coordinator

Position Details: Part-time, Ministry Staff Position

Position Summary

Provide pastoral care, teaching, discipleship, and event/gathering coordination for the students of Redeemer Orange County, as an assistant to the pastors.

Job Responsibilities

- Youth Ministry
 - Youth Pastoral care
 - Provide pastoral care for 6th – 12th grade students of Redeemer Orange County.
 - Assist the Pastors 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 (Formally at gatherings and informally and creatively in student's lives, sports, and schools)
 - Keep a contact list of current students.
 - Follow up with all new students and actively reach out to friends of students.
 - Weekly Youth Studies, Gatherings, & Events
 - Teach/Lead weekly Jr. High & High School Gatherings
 - Be responsible for the preparation, set-up, and follow-up for all weekly studies, gatherings, and events.
 - Seasonal Youth Trips, Retreats, & Camps
 - Attend/Lead all seasonal youth trips, retreats, & Camps
 - Responsible for all the preparation, set-up, and follow-up for all youth trips, retreats, & camps.
 - Leadership Development
 - Attend monthly meetings with Associate Pastor
 - Attend/Lead quarterly youth ministry volunteer meetings.
 - Administrative Work
 - Schedule and send reminder communication (emails/texts/phone calls) to youth ministry volunteers about youth ministry gatherings.
 - Schedule and send reminder communication (emails/texts/phone calls) to youth ministry parents about youth ministry gatherings.
 - 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.
 - Buy supplies for all gatherings.

Job Skills, Abilities, and Knowledge

- Demonstrated interpersonal skills.
- Proven servant leadership actions.
- Experience in church ministries and youth ministry.
- Good communication skills, especially with both students and parents.

- Strong and respected relationships with families and church members.
- Ability to initiate and build relationships and follow up with students and church visitors.
- Shown and reliable organizational and administrative skills.
- Respects and works well on a team and under authority.
- Faithful to commitments.
- Apprentice mindset.

Other Requirements

- Active member of Redeemer Orange County or willingness to become a member.
- 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 Adam Feichtmann

Compensation: The position pays \$292.50 twice a month (\$7,020 per year), with an expectation of an average of 6 hours per week.

Start Date: June 1, 2020

Sample of possible weekly hours:

- Sunday Mornings (Worship Service)
 - Informally connect with students and greet any visiting youth
- One Weekend Gathering Every Week (average of 2.5 hours)
 - Jr. High & High studies for two or three Sundays a month (3 hours)
 - Jr. High - 4:30 – 6:00pm at a local community center
 - High School – 6:30 – 7:30pm at the church offices
 - Once a month All Youth Lunch after church on Sundays (1.5 hours)
 - Gathering, Events, Trips, Retreat, etc. (hours vary each month, average 2 hours per week)
- Mid-week informal connections with students each week (1.5 hours)
- Study Prep & Administrative Hours (2 Hours)
- Average Total Hour per week – 6 hours

Please submit resume and cover letter to the Church Administrator, Danielle Smith: danielles@redeemeroc.org