



Building Sustainable Youth Ministries...One Church at a Time

www.YMArchitects.com

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SAMPLE

JOB DESCRIPTION: YOUTH PROGRAM COORDINATOR

©YOUTH MINISTRY ARCHITECTS

Objective: To handle the day-to-day operation of the youth ministry in a way that helps all staff (paid and volunteer) be exceptionally effective.

KEY RESULTS:

Result #1: The “in-between the cracks” needs of the youth ministry are handled in a professional and timely manner (being distributed to other staff and volunteers or handled by the Youth Program Coordinator). These needs include at least

- Bulletin boards, Photography, Attendance
- Newsletters, Bulletin and SS Announcements
- Forms and Registrations

Result #2: All major events are well attended and carried out in a way that leaves the kids more eager about taking steps toward following Christ, leaves the parents confident that their children are being faithfully and creatively nurtured, and leaves the volunteers with a sense that they have made enough of a difference that they are eager about serving in the youth ministry in the future.

Result #3: Control documents are in place and distributed in a timely fashion (the Youth Directory, the Youth Ministry Calendar, Calendar requests, Event and Trip Registration Forms, Leaders Directory, First-Timer Directory). Compliance documents are up-to-date and distributed to all involved parties (copyright licensing, background checks on volunteers and staff, etc.).

Youth Ministry Architects exists to:

- *design sustainable, deep-impact youth ministries, one church at a time,*
- *build the competence, joy, and longevity of professional youth workers, and*
- *construct bridges to the best youth ministry resources available today.*

- Result #4: Regular meetings (Youth Team, Leaders Meetings, etc.) nurture and encourage the volunteers to complete their assignments with deeper love for God and clarity of vision.
- Result #5: The church staff, particularly the senior pastor, is informed and enthusiastically supportive of the priorities and programs of the youth ministry.
- Result #6: The youth staff are moving toward accomplishing the goals of the youth ministry, in addition to faithfully carrying out their on-going day-to-day responsibilities.
- Result #7: Leadership recruitment, certification and training processes are in place, so that necessary volunteers have been recruited at least one month before they are to begin and have completed an application and at least 10 hours of training before they become involved.
- Result #8: Event notebooks are completed for each major event and each notebook is updated after that event is completed.
- Result #9: At least 80% of youth parents on the rolls of the church are known by name by the Youth Program Coordinator.
- Result #10: All first-time visitors receive exceptional and timely follow up, so that all students who want to become a part of the **name of church** youth ministry do so in a way that feels welcoming and natural to them.
- Result #11: Strategic initiatives are intentionally pursued by the Youth Team.
- Result #12: Troubleshooting for the youth ministry takes place in a way that honors the concerns of those who bring them and offers timely, creative solutions to problems in the youth ministry.

For more information on Youth Ministry Architects please visit our website at www.ymarchitects.com or email info@ymarchitects.com.

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