



**GROSSE POINTE MEMORIAL
CHURCH**

a light by the lakeshore

Job Description

- Title:** Youth Ministries Coordinator
- Purpose:** Supports the Associate Pastor for Education and Community Life in the GPMC Memorial Youth program for students in grades 5–12, fostering spiritual growth and a deeper relationship with Christ while modeling God’s love through words and actions
- Supervision:** Reports to the Associate Pastor for Education and Community Life
- Status:** Part-time salaried position (16-20 hours per week)
- Evaluation:** Performance evaluations will be conducted with the Associate Pastor for Education and Community Life a minimum of once a year

Education, Experience and Skills Required:

- High school diploma required, college degree preferred
- Experience in teaching or mentoring youth and working in a team environment
- Core values include Christ-centered, inclusive, kind, loving, energetic, fun, and passionate about youth ministry
- Skill at developing intergenerational relationships
- Experience and confidence with Microsoft Office and Google Drive
- Ability to communicate clearly and concisely, verbally and in writing
- Ability to lift/carry small parcels, packages, and other items (up to 30 lbs.)

Responsibilities:

- Memorial Youth Programming (under the direction of the Associate Pastor):
 - Youth Group
 - Work with the volunteer adult advisor team to plan and assist with weekly youth meetings for middle and high school students
 - Communicate with volunteer adult advisors regularly and help prepare teaching resources
 - With adult volunteers, coordinate or provide weekly meals for the youth group
 - With adult volunteers, assist in coordinating Youth Sunday
 - Social Events
 - With adult volunteers, plan and lead special youth social and service events, both on-site and off-site
 - Assist in honoring graduating seniors



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- Mission Trips
 - Assist Associate Pastor with planning the annual week-long high school mission trip
 - Coordinate travel, lodging, budget, service activities, small groups, fun activities, and daily devotionals
 - Help lead mission trip training meetings for youth and advisors
 - Assist in communicating fundraising needs and empowerment of parents in coordinating each fundraiser
- Seeker's Confirmation Class
 - Assist Associate Pastor in the Confirmation program
 - Be present and act as an advisor at all Confirmation meetings/retreats
 - Act as a mentor to students going through the Confirmation program
- Sunday Morning
 - Assist the Children's Ministry Director with Sunday School and Children's Church
 - Engage with the upper elementary age children as they prepare to transition into youth ministry
- Vacation Bible School (VBS)
 - With adult volunteers, lead middle school students working as Counselors-In-Training at annual VBS
 - Coordinate and lead middle school afternoon outings at VBS
- Communication:
 - Assist Associate Pastor and Director of Communications with communications with the GPMC staff, congregation, youth, and families
 - Help with collection and organization of required forms and documents for youth events
 - Attend CE Council Meetings once a month
- Contact Work:
 - Be present in the lives of active Memorial Youth students and shepherd them in their faith
 - Meet regularly with adult volunteers to encourage, engage and equip them for ministry to youth

This job description may be changed from time to time to meet the needs of Grosse Pointe Memorial Church as it affects the ministry and mission as a church.