

YOUTH MINISTRY COORDINATOR

Diocese of Nova Scotia and Prince Edward Island

Incumbent:

Job Status: *Non-Exempt from the Labour Code of Nova Scotia*

Location: *Office may be located at the Anglican Diocesan Centre, but the incumbent is expected to spend two-thirds of time traveling to all regions of the diocese.*

Accountable to: *Suffragan Bishop*

Written by: *Youth Ministry Task Group*

Updated by: *Bishop
November 2008*

JOB PURPOSE

The duties and responsibilities of this position are performed for the purpose of supporting the Diocesan Mission Statement:

To be a Christ-centered, mission-minded, ministering community of faith.

The Youth Ministry Coordinator (YMC) will work primarily on the Focus area "Engaging Youth" with the goal of integrating youth into parish, regional and diocesan life. S/he will assist the Regional Deans to develop the capacity of regions to recruit, train and evaluate volunteers to work with youth. S/he will oversee program development and implementation in areas related to youth, including faith development, worship, service, mission, evangelism and fellowship. (How to say something here about Resource person is useless unless used.)

DUTIES AND RESPONSIBILITIES

- **Listen:** For first six months, the YMC's main role will be listening to the needs and concerns of children/ youth and those who work with them around the Diocese.
- **Share:** As the YMC learns of the good work already happening, s/he can begin to share the news throughout the diocese making visible the successes, challenges and opportunities for youth ministry through personal presentations, through the Diocesan Website and through the Diocesan Times (diocesan newspaper).
- **Liaise:** With Diocesan Youth Conference, the Youth Ministry Subcommittee (YMSC), Teens Encounter Christ and PWRDF Youth Initiatives as a resource person.
 - With Resource Centre volunteers to collect youth ministry materials for use by parishes and regions to help youth grow spiritually in Bible knowledge and in prayer, and in personal and leadership skills.
 - With Regional Deans and/or Regional Youth Workers for regional event planning.

With Youth Workers in other denominations.

- **Equip and enable:** Work with Regional Youth Workers to recruit, train and support youth ministry volunteers. Head up the development of a Leadership Training package. Provide regular educational opportunities about youth ministries for clergy and lay leaders. As challenges are identified, work with the people and structures that can bring change.
- **Report:** To each meeting of YMSC and Diocesan Council
- **Meet:** In the past, a Resource Support Group has met with the YMC bimonthly for feedback and support.

EDUCATION AND EXPERIENCE

- University degree/diploma with a specialization in at least two of youth ministry, ministry with children, ministry with young families.
- A history of participation in parish life.
- Two to five years' experience in youth programming.
- Understanding of Anglican Polity, Ethos and Identity.

SKILLS

- Preference given to active Anglican with a love for young people.
- Understanding of current youth trends and methods for youth ministry.
- Personal and spiritual maturity in keeping with the position.
- Group dynamics, team building, communication skills, mentoring skills.
- Program development, management and implementation skills.
- Competent in a variety of learning and teaching methods/styles.
- Computer skills required.
- Access to a vehicle with a valid N.S. or P.E.I. Driver's Licence.
- Self starter.
- Commitment to continuing education.

EVALUATION

In accordance with diocesan policy, a performance review will be conducted annually by the Suffragan Bishop.

NB

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list.

APPROVAL

Incumbent

Suffragan Bishop

Date