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YOUTH AND YOUNG ADULT MINISTRY COORDINATOR (PART-TIME) JOB DESCRIPTION

Goals

Qualifications:

The Youth and Young Adult Ministry Coordinator must have a love for God, a love for teenagers and young adults, and a pastoral heart to see them grow in their relationship with Christ.

In addition, the following is required:

Nurture:

- To cultivate Christian spiritual growth in the youth and young adult community of Central Presbyterian Church focusing on youth grades 7 to 12 and young adults ages 19 to 25.

Integration:

- To train and equip the youth and young adults in God's word so they may be a living example of His light in our community and congregation.
- To encourage the participation of youth and young adults in the congregational life and the participation of the congregation in the lives of our youth. (E.g., participation in morning services).

Planning

- To modify or develop plans and programs for youth and young adults to meet the overall mission and objectives, in consultation with the Christian Education Team of Central Church.

Coordination and Implementation

- To coordinate, oversee and/or implement plans and lead programs and special events (weekly, monthly, annually) for youth and young adults

Our Mission: We are a Christ – centred community, believing, worshipping, caring and serving.

- In conjunction with the Christian Education Team and the Family Ministry Leader, develop a transition plan into the youth program.
- To engage with youth and young adults and their families on Sunday mornings and other times during the week.
- To act as liaison to parents keeping them informed of what is happening in the church's youth and young adult programs and making them aware of any concerns.
- To work closely with the Ministry team in all aspects of the life and growth of the church.
- To create a safe and welcoming environment for all youth and young adults through appropriate supervision and discipline.

Teaching and Training

- To initiate and facilitate opportunities for leadership training and development for the youth and young adults.
- To provide relevant teaching for youth and young adults, consistent with the doctrine of the Presbyterian Church in Canada, through approved approaches and resources in consultation with the Minister and the Christian Education Team.
- To recruit and train leaders (volunteers) to assist in programs.
- To ensure all volunteers comply with Leading with Care regulations and that police record checks are obtained and current for all volunteers.
- To liaise with other Christian churches and support the National Church initiatives (E.g., PYPS, Canada Youth, Camp Kintail etc.)
- To encourage youth and young adults to use their gifts in building the kingdom of God.

Reporting and Accountability

- Attend scheduled team meetings with the Minister and Family Ministry Leader.
- Attend monthly Christian Education Team meetings.
- Report monthly and bring forward items for discussion on the agenda for the Christian Education Team.
- Update ministry specific website and social media outlets in conjunction with the social media team.
- Prepare an annual report for the annual congregational meeting.
- Participate (be visible) in the life and work of the congregation (E.g. attend Sunday worship).

Administration

- Develop and maintain a registry of youth and young adults participating in the program. This registry is to be included your monthly reports.
- Prepare an annual budget for the youth and young adult program within the

overall congregational budget framework and constraints and be accountable for the budget

- Follow the policies of the Leading with Care document of the Presbyterian Church in Canada.
- Coordinate advertising of youth and young adult events.
- Ongoing learning and development opportunities to be supported by the Christian Education Team in order to remain current on youth issues and faith formation.
- Must hold a valid G drivers' licence with access to own reliable transportation for ministry related travel.
- Must have excellent relational, communication, and interpersonal skills.

Time Commitment

- It is anticipated that this position will require 20 hours maximum per week.

This job description is subject to change based on the needs of Central Church and changing expectations will be recommended to the Christian Education Team, the Youth and Youth Adult Ministry Coordinator, and the Personnel Team for review and appropriate recommendations to the Session.