



**SECOND PRESBYTERIAN CHURCH
Indianapolis, Indiana**

**COORDINATOR OF
YOUNG ADULT MINISTRIES**

ACCOUNTABILITY

The **Coordinator of Young Adult Ministries** is accountable to the Session of Second Presbyterian Church through the Personnel Committee of Second Presbyterian Church and serves under the direction of the Director of Youth and Young Adult Ministries and the Senior Pastor/Head of Staff of Second Presbyterian Church.

PERSONAL QUALIFICATIONS

- Holds and demonstrates Christian values
- Ability to be a team player and good colleague
- Has a special interest in young adults and a desire to stay up to date on their culture
- Understands the relevance of the Gospel to this population
- High energy level and enthusiasm for this type of ministry
- Ability to work with and supervise people of all ages
- Good communication skills
- Ability to organize, administer and follow through
- Reflects in day-to-day ministry a faith in Christ and trust in God
- Has a high frustration tolerance
- Is a good motivator

PROFESSIONAL QUALIFICATIONS

- B.S. or B.A. degree in related field
- Experience successfully leading groups of young adults or other comparable experience, 3 years
- Computer skills

RESPONSIBILITIES: Include Essential Job Functions

- Develop relationships with young adults (ages 21 to 35 without children)
- Provide pastoral care for young adults and their families as needed
- Develop and maintain midweek and Sunday programming
- Plan mission trips and service opportunities for young adults
- Recruit and coordinate the Young Adult Ministry Team
- Staff responsibilities (monthly staff meetings, weekly meeting with Dir. Of Youth and Young Adults, Staff retreats)

Procedural Responsibilities:

- **Pastoral Care**
 - Hospital and pastoral care visits with young adults and their families
 - Counsel young adults and their families in times of need
- **Sunday Morning**
 - Recruit and train teachers
 - Plan and evaluate curriculum
 - Teach on a regular basis in young adult classes
- **Midweek Program**
 - Recruit, train and maintain leadership for midweek program
 - Plan and evaluate curriculum
 - Teach on a regular basis
- **Mission**
 - Plan and lead mission trips
 - Assist in the planning and implementation of service projects
 - Promote and participate in church related mission projects (e.g. Take It to Town)
 - Plan and lead a community based mission and outreach program
 - Write mission training orientation and study materials
- **Leadership Development**
 - Recruit and coordinate Young Adult Ministry Team
 - Read and evaluate volunteer applications
 - Equip and empower leaders
 - Plan and lead regularly scheduled training events
 - Plan and lead regular volunteer leadership retreats
 - Assist in the implementation of student leadership retreats
- **Outreach**
 - Develop all necessary publicity for Young Adult Ministries
 - Make regular phone calls and contacts with member and non-member young adults
 - Plan and lead events focused on outreach
- **Special Events**
 - Plan and lead special community-wide events
 - Plan and execute special worship services, as requested
- **Community Contacts**
 - Establish and maintain relationships with other area young adult ministries
 - Accept outside speaking engagements when appropriate
 - Serve on advisory boards and strategy planning teams outside church when possible
- **Staff Responsibilities**
 - Work with the Lake Fellow assigned to Young Adults
 - Interpret and promote young adult ministry opportunities to the congregation
 - Attend weekly Youth and College Ministry Team Meetings
 - Attend monthly church staff meetings and retreats (annually)
 - Attend monthly Spiritual Life Committee Meetings
 - Attend bimonthly Christian Education Team Meetings
 - Attend Session when required
 - Assist the Dir of Youth and Young Adults in the preparation of the Young Adult Ministry annual budget
 - Accept assignments as the Dir. Of Youth and Young Adults and Senior Minister/Head of Staff direct

Vacation, Day Off and Continuing Education:

The coordinator will have four weeks of vacation annually and will be expected to have a regularly scheduled day off. The coordinator will also participate in continuing education opportunities whenever possible.

Date Approved by Personnel June 13, 2007