

# FIRST NORTHEAST BAPTIST CHURCH

## YOUTH MINISTRY COORIDINATOR POSITION

First Northeast Baptist Church, (“FNEBC”), seeks a full-time Youth Ministry Coordinator to join its staff team. The primary responsibility of the Youth Ministry Coordinator will be to provide leadership and oversee the entire youth’s ministry and to ensure a smooth operating, safe and effective youth program.

The Youth Ministry Coordinator will be as ONE along with FNEBC to be committed to the salvation to the souls of youth along with contributing to the spiritual growth of youth. The coordinator will also partner with parents in their God-given responsibility of discipling their children. We are a congregation that reflects the cultural and socioeconomic diversity of the Northeast community with a heart of serving its neighborhoods.

<b>Position</b>	Youth Ministry Coordinator
<b>Ministry Area/Department</b>	Youth Ministry
<b>Salary</b>	\$40,000 annually
<b>Working Hours/Terms</b>	Salaried Position – 40 hours <b><u>Time Commitments:</u></b> Wednesday Night Bible Study, Sunday Morning, and Special Events <b><u>Start Date:</u></b> June 1, 2021
<b>Ministry Target Group(s)</b>	Youth ages: 6 <sup>th</sup> grade to 12 <sup>th</sup> grade
<b>Preferred Qualifications</b>	Stable, maturing Christian that will influence and affect the lives of youth along with spreading the gospel of Christ with the ability to shepherd.
<b>Preferred Education Qualifications</b>	College Graduate Three (3) years ministry experience (preferred working with youth)
<b>Accountable To</b>	Pastor Stephen Splawn, Lead Pastor
<b>Length of Service Commitment</b>	Two (2) years minimum

### RESPONSIBILITIES/DUTIES

- Oversee and coordinate all aspects of the youth ministry with the ability to plan and lead.
- Develop weekly bible lessons for youth group meetings that are relevant to youth, in accordance with direction of the Lead Pastor.
- Coordinate and oversee all Youth Ministry programming, including but not limited to assisting in the planning of Vacation Bible School, Summer camps, special seasonal, daily, weekly and monthly activities.
- Mentor Small Group Leaders, providing them with appropriate discussion material.
- Be available to counsel and pray with youth and youth ministry workers regarding spiritual matters.
- Develop appropriate relationship and communication channels with students and their families, using text, Facebook, email, and other media outlets.
- Approve all youth ministries programs, curricula, activities and disbursement of funds for supplies and projects, keeping within budgeted amount.
- Investigate any complaints regarding youth ministry workers. Discuss complaints/problems with workers when warranted. Document and report serious matters to Lead Pastor and proper authorities.
- Ensure that all youth group volunteers are adequately trained and have current background checks on file.
- Communicate vision for the youth ministry with church leaders and the congregation regarding the purpose, value and procedures.
- Work as a team player with FNEBC to ensure youth group ministries advance the overall ministry goals of the FNEBC Family.

**PERFORMANCE INDICATORS:**

FNEBC is seeking the Youth Ministry Coordinator to have a good knowledge of this position, maintain high standards in exercising duties and responsibilities, dependable, maintain enthusiasm, good judgement, cooperative, shares knowledge with staff and volunteers for mutual and organizational benefit, plans and organizes daily work routine, adheres to all safety and housekeeping standards established by FNEBC, communicates with all guests and members in a courteous and respectful manner, and displays a positive attitude in all interactions.

FNEBC desires the Youth Ministry Coordinator to also touch children’s lives with God’s love, teach them God’s Word and provide fellowship with God’s people - laying a foundation that will keep children interested in the things of God and involved in church.

**Application Period: May 3, 2021 – May 17, 2021**

**Benefits will be discussed during interview.**

A completed job application is required. **(A resume’ may be attached but not submitted in lieu of required job application).** Interested applicants may contact FNEBC Church Office for an Employment Application. Once completed, please hand-deliver or mailed to the below referenced address:

First Northeast Baptist Church  
Attention: Human Resources  
311 Sparkleberry Lane, Columbia, SC 29229  
Telephone: 803.736.5055  
Email: fnebc@fnebc.org  
Office Hours: 10:00am – 6:00pm