



**SECOND PRESBYTERIAN CHURCH
Indianapolis, Indiana**

**COORDINATOR OF
HIGH SCHOOL MINISTRIES**

ACCOUNTABILITY

The **Coordinator of High School (grades 9 through 12) 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 Youth 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 high school youth 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 leading youth group, 3 years
- Computer skills

RESPONSIBILITIES: Include Essential Job Functions

- Provide pastoral care for youth and their families in times of need
- Select and train leaders and select curriculum for Sunday morning and evening and Wednesday evening youth programs
- Plan and lead summer mission trips and service projects
- Recruit and coordinate adult leaders for High School Ministries Leadership Team and for Aspire Parent Ministry Team
- Make contacts outside current youth membership personally, through publicity, and with large youth outreach events
- Staff responsibilities as detailed

PROCEDURES for Coord. Of High School & College Youth

- **Pastoral Care**
 - Hospital and pastoral care visits with youth and their families
 - Counsel youth and their families in times of need
 - Design parent programs to assist them with their teens
 - Counsel volunteer team members
- **Sunday Morning**
 - Recruit and train teachers for Church School program, grades 9-12
 - Plan and evaluate curriculum
 - Teach on a regular basis in youth and adult classes
- **Youth Fellowship – The Otherside**
 - Recruit and maintain adult volunteer team
 - Evaluate curriculum
 - Write curriculum
 - Teach on a regular basis
 - Plan and lead special events and programs
 - Plan and lead trips and retreats (ski trip, fall retreat, spring retreat, etc.)
 - Attend weekly ministry team (Team M3) meetings
- **Wednesday Night Program – named Trek**
 - Recruit, train and maintain Trek Leadership Team
 - Plan and evaluate curriculum for both Trek 10 and Trek 11
 - Write curriculum when necessary
 - Teach on a regular basis
- **Mission**
 - Plan and lead two high school summer 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 youth mission training orientation and study materials
- **Leadership Development – Team M3**
 - Recruit adult volunteers for High School Ministries
 - Read and evaluate student and adult volunteer applications
 - Make Leadership Team assignments
 - Equip and empower leaders
 - Plan and lead regularly scheduled training events
 - Plan and lead regular volunteer leadership retreats
 - Coordinate High School Ministries Leadership Team
 - Coordinate College Leadership Team
 - Assist in the implementation of student leadership retreats (e.g., The Proverbial Leader)
- **Outreach**
 - Develop all necessary publicity for High School Ministries
 - Make regular phone calls and contacts with youth and college students
 - Visit school during lunch through Listening Post
 - Attend school functions when possible
 - Plan and lead events focused on outreach
 - Visit local college campuses

- **Special Events**
 - Plan and lead special community-wide events
 - Plan and execute special worship services (Youth Sunday, Easter Sunrise, and Christmas Eve)
- **Working with Coordinator of Middle School Youth**, plan and execute three large youth outreach events (e.g., Super Bowl Party at Block Party)
- **Community Contacts**
 - Serve as liaison with scout groups meeting at the church
 - Meet outside youth groups staying in the church when available
 - Establish and maintain relationships with other area youth ministries
 - Accept outside speaking engagements when appropriate
 - Serve on advisory boards and strategy planning teams outside church when possible
 - Have a visible presence at area high schools
 - Be an available resource to local schools
- **Confirmation Program - Niners**
 - Assist the Director of Youth and College Ministries in the implementation of the Niners program
 - Attend weekly Niners meetings when available
 - Contact work with confirmands and parents
 - Maintain other administrative responsibilities
- **College Ministries**
 - Weekly correspondence during the school year with our own college students (email and 800 number)
 - Visit campuses when possible
 - Plan and lead holiday gatherings
 - Assist the Director of Communications in publicity to the local college campuses
- **Ministry Teams**
 - Assist Coordinator of Middle School Youth to oversee and facilitate Aspire Youth Ministry Team
 - Oversee and facilitate Aspire Parent Ministry Team

Staff Responsibilities

Interpret and promote youth ministry opportunities to the congregation

Be an advocate for youth ministries

Supervise high school ministry intern

Attend weekly Youth and College Ministry Team Meetings

Attend weekly Executive staff meetings

Attend monthly Spiritual Life Committee Meetings

Attend bimonthly Christian Education Team Meetings

Attend Session when required

Attend the semi-annual staff retreats

Assist the DYYAM in the preparation of the Youth Ministry annual budget

Accept assignments as the DYYAM and Senior Minister direct

Vacation, Day Off and Continuing Education:

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