



## **ASSISTANT YOUTH COORDINATOR**

### **POSITION**

The purpose of the Assistant Youth Coordinator role for Centerpoint Church is to provide leadership support to our CP Youth team and build relationships with, develop and spiritually lead both middle and high school students. The assistant youth coordinator (AYC) will work to fulfill the vision of the youth ministry under the Youth Pastor and Associate Youth Pastor.

### **ACCOUNTABILITY**

The AYC will be directly accountable to the CP Youth Pastor and will be part of the leadership team of CP.

### **FIT**

The ideal candidate for this position will have relational currency with Centerpoint Church and CP Youth, and a demonstrated and proven track record of service and leadership in our church, in a manner that resonates with and suits Centerpoint Church's culture. The ideal AYC will be someone with strong leadership gifts, strong interpersonal relational capacity, and a deep, abiding love for Jesus and the Word of God. The ideal AYC for CP will be someone who is full of the Holy Spirit, and able to foster a charismatic environment where gifts of the Spirit may be activated and used. The ideal AYC for CP is professional, teachable, and continually growing in their gifts and calling in God's church, with the potential to grow further in youth ministry.

### **IDEAL SPIRITUAL PROFILE**

Centerpoint AYC must be a person who is godly, and committed to living a holy life with accountability. The ideal AYC consistently pursues an active personal life with Jesus Christ, is committed to prayer, and is responsive to the conviction and the leading of the Holy Spirit. The AYC has strong spiritual gifts in leadership, teaching and preaching, discipling, and organization. The AYC - like other CP staff, is expected to pursue habits and practices that promote personal growth and discipleship in self and others. The AYC will be a member of the church, will regularly participate in the life of the church both in weekend services and mid-week programs as appropriate and commit to serving and contributing to the furtherance of the ministry as a member beyond employment.

### **IDEAL PERSONAL PROFESSIONAL PROFILE**

The Centerpoint AYC should be a person who has these characteristics: collaborative leader, creative problem solver, quick learner, team player, innovative thinker, goal and growth oriented, strategic builder, with a can do spirit.

### **EDUCATIONAL EXPERIENCE:**

High school diploma, bachelor's degree in ministry or leadership preferred.

### **KEY RESULTS AREAS**

- 1. Leadership Assistance in CP Youth MDWK Services**  
*Assist in organization, planning, prep, and teaching of CPY Midweek service.*

- Preach 1-2 times a month for MDWK service
- Lead games, hosting/announcements and any other platform duties as assigned
- Oversee Hosting Team (Set Up/Offering/spiritual development)
- Organize service flow in Planning Center (PCO) and assist in creating an inviting environment for students, middle and high school alike.
- Oversee promotion/social media team for Youth Program

## **2. Leadership Assistance in CP Youth WKND Services**

***Assist in organization, planning, prep, and teaching of CPY Midweek service.***

- Schedule WKND Preaching team
- Assist CP Youth team in planning games/mixers
- Assist in scheduling and developing WKND youth preaching team
- Preach on CPY WKNDs as needed
- Lead WKND small groups as needed

## **3. Recruitment, retainment, and appreciation of the CPY Leadership team.**

***Strategically work alongside YP and AYP to create systems of leader recruitment and engagement. Actively participate in the celebration and appreciation of leaders through events and one on one connections.***

- Intentionally build relationships with CPY leadership team (Small group leaders, hosts, production, etc)
- Actively recruit leaders through personal connections and working with Next Steps team (grow track)
- Participate in planning and execution of Leadership trainings and appreciation events
- Meet at least once a month with a member of the CPY leadership team

## **4. Development and Discipleship of CP Youth Students**

***Intentionally disciple CPY students through mentorship and participation in LIT team (Student leadership team) and Jesus 101 (student discipleship class)***

- Build relationships with MS and HS students
- Create time in schedule to meet and mentor MS and HS students
- Prioritize the counsel of CP Youth students as needed.
- Participate in LIT team events (worship nights, outings, trainings, etc)
- Work with YP to plan Jesus 101 discipleship track and aid in oversight to Jesus 101 volunteer team

## **5. Participation in church/CPY events and operations at large**

***Attend staff and MLT rallies, trainings, and celebrations and serve as a minister in common church functions***

- Take on tasks, initiatives and projects as directed by the Youth Pastor
- Attend CP staff team development meetings and trainings
- Serve in various capacities as needed for special projects and events (christmas, easter, Sunday service hosting, etc)

## **POSITION EXPECTATIONS**

**TIME** This position is part-time, hourly. It is your responsibility to fulfill the expectations of this role as described and as directed. Ensure collaboration with other departments and ministry areas through

clear communication. This level of leadership should expect to invest 20 hours weekly to ensure the success of the youth ministry and its mission including over half of your weekly time being on-site.

### **STAYING CURRENT**

This position requires intentional effort to stay current with trends in Church leadership, culture, and socio-politics. This position calls for continually learning, through books, courses, and podcasts; there are 3-5 podcasts the AYC should listen to weekly for staying current.

### **EDUCATION**

This position will be best served by a person with a High School Degree, and possibly a Bible College Degree - though not required; It would be appropriate for the AYC to pursue progress toward becoming a pastor, through Centerpoint University (CPU) LMC (Licensed Ministerial Candidate) program. This will involve coursework in theology and pastoral ministry.

### **CONDITIONS**

- Candidates must be cleared through background check
- Employees will be members of the local church and amenable to the values and doctrine of the Free Methodist Church
- Commit to embracing and demonstrating the values of the church, including Biblical values related to holiness & human sexuality (as expressed in the FMCUSA book of discipline).
- Commit to working as a team with people and departments
- Be respectful and kind in all your dealings with staff, volunteers and the people we serve
- Be present at Sunday service; participate in generosity to Centerpoint Ministries through tithing
- Develop your unique voice within the team
- read and agree to abide by the policies of our Employee Handbook

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

Title: \_\_\_\_\_