Student Ministries Coordinator

Reports to: Minister of Discipleship  
Directly supervises: N/A  
Status: Full Time $60,000 plus health and retirement benefits  
FLSA: Exempt

Job Summary

The Student Ministries Coordinator works with the clergy, staff, and lay leaders of National United Methodist Church to develop a ministry by, with, and for middle and high school age youth and college-age young adults so that they grow in faith and discipleship.

Essential Functions

- Work with others to develop and implement a creative, varied, wide-ranging program of ministry by, with, and for youth that includes worship, study, fellowship, and service opportunities.
- Develop youth as leaders by forming and guiding a youth leadership team to plan activities and lead meetings.
- Build relationships with students and their families within the church and the broader community, learning about their hopes, concerns, and needs and inviting their engagement with youth ministry opportunities.
- Identify, recruit, and equip key people in the congregation and community to support youth ministry, collaborate with youth, advocate for young people’s issues, and serve as mentors who encourage youth and young adults to develop their own gifts, skills, strengths, and ideas.
- Develop, in partnership with the Minister of Discipleship, a United Methodist confirmation program.
- Work with American University Community Partners in Spiritual Life and other area universities to build connections with area college students, respond to their spiritual needs, and engage them in meaningful worship, study, fellowship, and service.
- Work with the Minister of Discipleship to guide teachers and group leaders in selecting appropriate curriculum and resources for youth and young adult study and growth.
- Plan and lead the annual Appalachia Service Project, a weeklong summer service trip. This responsibility includes coordinating fundraising, recruiting and training youth participants and adult leaders.
- Ensure that youth programs and leaders comply with all required child safety policies, procedures, and safeguards.
- Develop connections with organizations, people, and resources in the community to strengthen the church’s work with youth and young adult students.

Other Responsibilities

- Attend staff meetings and other meetings, as requested.
• Partner with staff and lay leaders to develop communications strategies and create online content to reach youth and young adults.

**Minimum Qualifications**

• Bachelor’s degree required. Seminary course work desirable.
• Passion for youth ministry and genuine interest in responding to the needs and concerns of youth, young adults, and their families.
• Evidence of a genuine faith and personal growth in discipleship
• Prior effective ministry leadership experience
• Basic knowledge of youth development.

**Physical Requirements**

• Able to move freely in and out of different small-group settings (homes, church, community venues).
• Able to undertake physical activities related to a home repair mission trip.
• Has a valid driver’s license

**CORE COMPETENCIES**

*Spiritual leadership.* Understands their work as an essential component of the church’s ministry and a vital expression of the Gospel.

*Mature professional judgement.* Ability to employ professional expertise and mature, independent judgment to advance the goals and core values of National UMC. Exhibits a professional demeanor and flexibility in the face of regularly shifting priorities. Handles sensitive or confidential matters with appropriate discretion. Communicates calmly, respectfully, and in timely fashion.

*Time management and planning.* Ability to manage complex, long-term projects while simultaneously juggling short-term deadlines, including managing problems effectively when they arise. Ability to gather and organize resources (people, funding, materials) to accomplish projects and tasks, and use resources effectively and efficiently.

*Collaboration.* Fosters effective teamwork and promotes consensus decision-making. Delegates appropriately. Communicates expectations clearly. Follows up to ensure the completion of tasks.

*Interpersonal skills.* Relates well to all kinds of people. Listens actively. Seeks to build rapport, develop trusting relationships. Responds with genuine compassion and care.

*Cross-cultural competence and inclusivity.* Ability to understand, communicate, and effectively interact with people from different cultural backgrounds. Fosters a sense of inclusive welcome with people of all ages, backgrounds, and identities. Is able to communicate with persons with a variety of English-language fluencies.
Communication skills. Ability to manage the flow of essential information among various constituents.

Innovative thinking. Ability to work creatively and think strategically to move ministry at NUMC forward. Receptive to new ideas, and willing to give and receive creative input to and from others.

Position Announcement

National United Methodist Church in Washington, DC seeks a Fulltime Student Ministries Coordinator who will work in collaboration with clergy, staff, and lay leaders to develop a ministry by, with, and for youth and college-age young adults. Responsibilities include planning and implementing a creative, wide-ranging program of youth ministry, reaching out to youth and their families within the congregation and community, working in partnership with university chaplains to connect with area college students, recruiting and equipping youth leaders, and planning and leading a summer mission trip for youth. Starting salary is $60,000 with benefits.

A successful applicant will have:

- Passion for youth ministry and genuine interest in responding to the needs and concerns of youth and young adult students in the community.
- Evidence of a genuine faith and personal growth in discipleship
- Prior effective ministry leadership experience
- Basic knowledge of youth development.

Please send cover letter and resume to Hire@NationalChurch.org

National United Methodist Church does not and shall not discriminate on the basis of race, color, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.