

Position Description
GGYM LEAD
Greater Gaithersburg Youth Ministry Lead

STATUS: Part Time

SALARY: \$20,000-25,000 annually depending upon experience

APPLY: Applicants should send cover letter and CV to operations@eumc-md.org

Required Days/Times: This will be a part-time role with an estimated 18- 20 hours per week. Estimates of hourly breakdown are below. This is a salaried position. Hourly breakdowns are for estimate/planning only.

- Friday Night Hang Out – 3 hours onsite currently on Friday Night (With often a month break in the summer)
- Confirmation – 1 hour on site (Class is 2 hours every other week currently on Sunday night Oct-May)
- Quarterly fun activities and service projects - 1.5 hour a week
- Organization (food, transport, curriculum, adult presence) per week – 2 hours
- Communication, Contacts, Attendance, to participating churches – 3 hours
- Retreats/Mission Trips – 3 hours per week (156 hours over year)
- Communication – 2 hours per week
- Meetings/Connections – 3 hours per week -
 - Youth follow up/meetings with youth
 - Youth Coordinator meeting (at least 2X a month)
 - Supervision meeting (1X week)
 - Steering Committee Meetings (at least 4X a year)
 - Informational/recruitment meetings for GGYM events
 - Information sharing with interested GGYM churches
 - Connections with youth activities in the area
 - As time permits, outreach to community youth to build relationships beyond the participating churches.
- If the GGYM Lead is also a local church youth coordinator, these hours will be in addition to existing coordinator hours for the local church.
- The possibility exists that the GGYM Lead role can grow to a full time GGYM Youth Pastor, if the ministry grows such that churches can financially sustain this work. This would be a future possibility, not a requirement of the current position.

Supervision by coordinator of the Steering Committee:

- GGYM Lead will meet at least bi-weekly with the coordinator of the GGYM Steering Committee as their direct supervisor. The direct supervisor will be the Steering Committee Coordinator who will be elected for 2-year terms, which can be renewed.
- The GGYM Lead will receive a major review at 90 days, then 6 months, then annually.
- A supervision committee (as sub-team of the Steering Committee) will participate in the regular review process.

Coordination of Youth Coordinators from Participating GGYM churches

- GGYM Lead will supervise existing GGYM coordinator, Allison Dunn. If the GGYM Lead is also another church youth coordinator, GGYM coordinator supervision will fall to the pastoral team.

- GGYM Lead will plan and lead bi-monthly meetings with GGYM coordinator and local church youth coordinators as part of building a youth coordinator team.

Reporting to Steering Committee

- GGYM Steering Committee (made up of pastor and 2 adult leader participants and 1 youth representative per church) will meet at least 4 times a year.
- GGYM steering Committee will oversee the vision, direction, and structure of GGYM.
- GGYM Steering Committee will approve the overall annual calendar and budget for the program, review annual evaluation of GGYM lead, and approve grant proposals.

Communication

- GGYM Lead will take over GGYM Text in Church account. A separate account will continue for each local church coordinator use, as is current practice. Text messages will be sent on a regular basis to youth.
- GGYM Lead will maintain an active list of GGYM youth and parents. Youth Coordinators for each church will provide this to GGYM lead.
- GGYM Lead will develop a GGYM annual calendar to be discussed and ultimately approved by the Steering Committee
- GGYM Lead will direct youth coordinators to make sure GGYM information is posted on local church website and social media accounts
- GGYM Lead will re-open social media or website content if/when there are enough community youth participants to warrant broader communication.

Friday Night

- GGYM Lead will be responsible for executing GGYM Friday Night
- GGYM Lead will be onsite Friday night.
- GGYM Lead will lead a youth coordinator team to determine location, theme, and event. GGYM Lead will be responsible for ensuring needed permission slips, transportation, food, and supplies. GGYM Coordinator will seek input from other youth coordinators as is the current model. Youth coordinators of participating GGYM churches will be expected to be onsite at least 2 Fridays a month.
- GGYM Lead will work with supervising pastors and appropriate local church leadership teams on age level meetings to sculpt the vision for Friday night, balancing between bringing in new students, building community among youth, and introducing discipleship components. Lead pastors will continue to have input as the model is developed.
- GGYM Coordinator will lead regular conversation with youth coordinators to delegate tasks and plan events.

Confirmation

- GGYM Lead will provide logistics and communication support for all confirmation events
- GGYM Lead will work with confirmands, teaching in moments.
- GGYM Lead will work with supervising pastors to lay out curriculum, calendar, schedule and events.

IGNITE (Formally known as ROCK)

GGYM Lead will organize and lead GGYM participation in Ignite. This includes working with youth coordinators to:

- Securing hotels in August/September

- Securing tickets as they become available
- Promote in individual churches and GGYM
- Working to secure meals/gathering spaces.
- Securing transportation (by private vehicles, rental vans or by bus)
- Working to plan out food for the weekend

Retreats, Mission Trips, Fun Events, Service opportunities

- GGYM Lead will work with pastors and discipleship staff at participating churches to begin to plan shared retreats and mission opportunities.
- GGYM lead should be present on most retreat and mission trips.
- At minimum, GGYM has held one summer mission trip and 1-2 all GGYM retreats
- Confirmation usually has 2 retreats per class.
- At least quarterly fun events are planned to engage periphery and community youth.
- At least quarterly service opportunities are planned for GGYM youth.

Position Requirements:

1. Personal Requirements

- A mature relationship with Jesus as Savior and Lord
- An ability to communicate faith and inspire others with the gospel
- Able to work under the authority of the Steering Committee Coordinator and with multiple churches
- Regular practice of spiritual disciplines
- A person of prayer
- Exhibits the fruit of the Spirit and knows how to walk in the power of the Spirit
- Strong commitment to multicultural ministry as part of Christ's vision for the kingdom of God
- Strong relationship skills
- A healthy balance of work and rest
- A person of integrity who has a good reputation with those inside and outside of the church
- In agreement with the doctrines of the United Methodist Church

2. Knowledge/Gifting/Skills/Abilities/Experience

- Strong abilities and experience in equipping leaders and working with teams.
- Strong organizational and communication skills.
- Ability to connect relationally with parents and youth
- An ability to envision ministry that is engaging and relevant to young people.
- An ability to leverage digital resources to connect with this generation.
- Able to interact with youth who have grown up in the church and youth who are totally new to faith.
- Good teaching ability and communication skills
- Ability to work closely with other pastors, youth coordinators, lay leaders to see that our objectives are accomplished, communicated, and coordinated.
- Proven ability to develop and implement strategy
- A willingness and ability to pioneer new things and inspire others to new initiatives

3. Ministry Building Responsibilities

- Help to build a discipling culture among Youth, Parents and Leaders
- Develop a sense of team among youth coordinators from participating in GGYM churches.
- Aide youth coordinators to recruit and equip a team of unpaid servants to support GGYM youth ministry.
- Create a safe environment for youth that encourages growth in spiritual maturity
- Intentionally work with local church youth coordinators to connect all GGYM youth back to a local body.
- Work with leaders to develop a coordinated curriculum that progressively teaches and models the servant life in Christ
- Be involved in the community, seeking out relationships with those who do not know Christ, modeling a missional lifestyle

4. Healthy Relationships Responsibilities

This is a highly relational ministry and thus priority must be placed on building healthy relationships amongst youth, parents and staff.

- Know youth and their parents by name.
- Participate in community/school events involving Youth as time permits
- Follow up with new youth and exploring leaders in a timely manner so they feel seen and welcome
- Develop a weekly pattern of relationship building in neighborhood or with a community organization outside the church
- Be accessible to youth leaders/coordinators as a sounding board and to provide prayer and counsel when needed

5. Supervision Responsibilities

This position requires someone who enjoys seeing others succeed and grow in their leadership abilities.

- Implement all Child Abuse and Sexual Exploitation Prevention policies across GGYM program, in alignment with UMC requirements
- Equip volunteer and paid GGYM coordinators to continue their growth as leaders
- Lay out clear schedules, expectations, and roles for volunteer and paid staff.
- Continually assess and leverage individual spiritual gifts for the benefit of the work.

ADDITIONAL REQUIREMENTS:

- Proven experience in Youth or Pastoral ministry preferred
- Bilingual English/Spanish preferred
- Safe Sanctuary Training and Acknowledgement
- Confidentiality Agreement
- Background check

ACADEMIC QUALIFICATIONS:

- Bible College or Seminary degree preferred
- Other qualifications and training will be considered