

## **PART-TIME YFM COORDINATOR JOB DESCRIPTION**

### **Unity Minneapolis**

**Position Title:** Youth and Family Ministry Coordinator  
**Reports to:** Rev. Pat Williamson, Senior Minister  
**Status:** Part Time – 20 Hours Weekly + 100 hours for Youth Events  
**Date:** September 30, 2025

#### **General Description:**

The Youth and Family Ministry Coordinator is responsible for the spiritual education of youth, ages birth through high school, in the church community. In keeping with Unity principles, the Coordinator implements the elements of an inspiring youth program including relevant curriculum, age-appropriate classroom environments, community-building activities, and a team of well-trained adult volunteers who are themselves Unity students.

#### **Activities and Responsibilities:**

The Youth and Family Ministry Coordinator will have a passion for working with youth and will demonstrate experience and qualifications in this area. He/she will fully embrace the Unity teachings and have an ever-unfolding vision of youth ministry and its possibilities in the 21<sup>st</sup> century. The Youth and Family Ministry Coordinator will recognize the infinite potential that each child possesses.

1. Develop youth programs for children from birth through high school.
2. Recruit, train, appreciate and nurture youth ministry volunteers and staff.
3. Select age-appropriate curricula and program materials used in all programs.
4. Communicate and collaborate with the minister and staff in the service of youth.
5. Engage the services of regional and national youth ministry consultants as needed.
6. Attend scheduled staff meetings and meet regularly with the supervising minister.
7. Attend seminars and workshops for professional development.
8. Provide articles for church communications.
9. Provide a monthly report to the minister(s) and board.
10. Create an annual financial vision and be accountable for youth ministry expenditures.
11. Maintain a system of administrative records and equipment inventory.
12. Perform other duties as requested.

## **Position Specifications**

1. Half-time position: 20 hours per week + 100 additional hours for events: Eggstravaganza, Christmas, 2 fundraisers, oversee registration & travel arrangements for Uniteen & Y.O.U. retreats.
2. Time requirements: Sunday mornings before and after service(s) required. Scheduled meetings, office hours and planning time.
3. Training: On-the-job and through organized training offered regionally and nationally. May include site visits to other Unity churches.
4. Employee Benefits
  - i. Salary is \$19,730 annually
  - ii. Annual Paid Time Off (PTO) is 40 hours in years 1-4 (eligible after 90 days). 60 hours after 4 years in service.
  - iii. Paid holidays

## **Position Qualifications:**

- Must be at least 25 years of age.
- Must have been an active Unity congregant for a period of at least one year.
- Grounded in Unity teachings with a demonstrated commitment to personal spiritual growth established through at least one year attendance at church services and Unity adult education.
- Training and one year of experience in youth ministry or youth education (or an equivalent)
- Team-oriented leadership style compatible with children and adults.
- Talent for organized thinking and action.
- Clear, inspirational writing and interpersonal skills.
- Computer proficiency.
- Commitment to and alignment with church purpose, intention and core values.
- Experience supervising adults as employees or volunteers is a plus.

## **Preferred Qualifications:**

- P.A. or B.S. in Education or Child and Family Development (or the equivalent)
- Certified Spiritual Educator or Licensed Unity Teacher

**Contact:** RevPat@unityminneapolis.org