

Revised Position Description (2010)
Mediapolis Community Youth Group (MCYG) Coordinator

The Mediapolis Community Youth Group (MCYG) is an interdenominational organization whose goal is to present the Gospel of Christ to teens and to help Christian teens to become “Fully Devoted Followers of Jesus Christ”. MCYG is governed by a board consisting of the pastors and two lay people from its constituent churches. These currently include: Immanuel Lutheran Church, The United Methodist Churches of Mediapolis and Sperry, the United Methodist Church of Kingston, St. Mary's Catholic Church of Dodgeville, and the First United Presbyterian Church of Mediapolis.

MCYG is currently looking to fill the part-time position of Coordinator. This position will function as the coordinating “hub” of all organization, information, and communication for MCYG. They will maintain the common calendar for meetings and events for the entire youth program. This position will relate to the Board, the adult leaders, the churches, and the parents and youth in the following ways:

In regards to the **Board**...

- Attend board meetings and report on youth programs
- Bring problems or issues to the board to be addressed
- Assist the board in casting vision and managing the budget
- Coordinate fundraising efforts for program and mission trips

In regards to **Adult Leaders**...

- Interpret the vision of the board and work with leadership team to implement
- Gather leaders together regularly for planning as a group
- Recruit new leaders and find ways to use their gifts in the leadership team
- Coordinate the ongoing training and equipping of adult leaders
- Track down resources needed by leaders for programs
- Manage the financial resources for the program

In regards to **Congregations**...

- Communicate regularly with churches about programs and changes in plans
- Facilitate opportunities for Youth / Leaders to share highlights with congregations
- Highlight fundraising opportunities and ongoing support for “Bucks for Youth”
- Keep congregations aware of MCYG needs (leaders, talents, resources, etc...)
- Work on meaningful partnerships between church and youth group

In regards to **Parents and Youth**...

- Communicate regularly with information about calendar and changes in plans
- Find ways to involve parents in the program in meaningful ways
- Direct parents to programs and resources to grow as parents
- Highlight programs and resources beyond youth group for Youth to grow in faith

Position Description (2008)
Youth Director, Mediapolis Community Youth Group

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MCYG is currently looking to fill the part-time position of Coordinator.

Requirements

The MCYG Youth Director position carries with it the following duties:

1. **Junior High:** Wednesday meetings twice a month (they have currently been on the 2nd and 4th Wednesdays, 6-7:45 p.m. - games, small groups lessons and closing.

The Junior High has had a end-of-year overnight held at Camp Golden Valley.

The Junior High group has about a half dozen adult volunteer leaders who must be recruited.

2. **Senior High:** Group meetings occur each Sunday evening 6-8 p.m.

Related duties to the Senior High include:

- research and assemble curriculum
- recruit adult small group leaders
- leading and teaching at group events
- end-of-year retreat or Dare2Share Event
- yearly mission trip (2 years in U.S. and 3rd year overseas)
- choosing mission organizations and sites
- organizing fundraising for missions
- conducting mission trip applications/interviews
- being part of the mission team

3. **Administration:** the Youth Director position has the following administrative responsibilities:

- preparing the MCYG budget
- monthly MCYG board meetings
- speaking at constituent churches
- public relations activities: newspaper articles, advertising for special events, parent updates, church bulletins and newsletters
- oversight of the youth lounge at the Presbyterian Church

The MCYG Board, in considering the above responsibilities, considers the following values to be of first consideration in any applicant:

- A substantive, growing relationship with Jesus Christ

- A passion and calling for ministry
- An experience or willingness to work across denominational boundaries
- A commitment to minister to parents of teens
- A commitment to assisting the Church to fulfill its responsibilities to its youth
- A readiness to equip volunteer leaders to fulfill their responsibilities