



Youth Worship & Junior High Coordinator Job Description

Revised 03/26

Position Title	Department
Youth Worship & Junior High Coordinator	Student Ministries
Supervisor Position Title	Weekly Hours
Youth Pastor	40+ hr./wk.; including evening and weekend work
Position Status/ Classification	Ministerial Status
Regular Exempt	Non-ministerial

Position Summary

The Youth Worship & Junior High Coordinator helps students grow into spiritually mature followers of Jesus by leading Spirit led worship and supporting their spiritual development. This role includes leading worship, developing student worship and tech teams, and coordinating all worship elements for youth services. Additionally, the coordinator invests in Junior High students and leaders through teaching, discipleship, curriculum support, and event leadership. Collaboration with the Youth Pastor and ministry teams is essential to ensure meaningful, well-planned student gatherings.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

Worship Leadership & Development

- Serve as a living example of Spirit filled worship for students, volunteers, and the youth ministry community.
- Teach students the meaning and importance of worship; collaborate with the Director of Worship Arts to ensure consistency in worship theology and practice.
- Lead worship for student services on Sunday mornings and Wednesday evenings, as well as during rehearsals and special events.
- Coordinate all elements of student worship including:
 - Organizing set-lists
 - Scheduling musicians, vocalists, and tech volunteers (slides, sound, lighting)
 - Preparing stage, equipment, and instruments
- Recruit, train, and disciple student worship and tech team members.
- Ensure sermon slides, worship lyrics, and all media assets are created and uploaded for student services.
- Provide worship arts support for retreats, camps, and youth ministry events.
- Pray regularly for the student ministry and all worship teams.

Junior High Ministry (Grades 7–8)

- Shepherd Junior High students through relational ministry, discipleship, and spiritual guidance during services, classes, and gatherings.
- Teach and support other teachers at Junior High gatherings as needed.
- Recruit, train, and mentor Junior High small group leaders.
- Develop and implement communication strategies for Junior High families.

- Coordinate communication distribution with the department's administrative assistant (social media, print, verbal).
- Meet regularly with supervisor for strategic planning and ministry development.
- Plan and lead Junior High activities, retreats, and events.
- Partner with the M&M Director to explore local mission opportunities for Junior High students.
- Perform other ministry leadership duties as assigned.

Team Collaboration & Administration

- Communicate regularly with the Youth Pastor and teaching team to plan service elements and worship flow.
- Actively engage in assigned ministry teams and leadership meetings to support unity, communication, and alignment
- Carry out additional duties as assigned.

Minimum Qualifications (Knowledge, Skills, and Abilities)

Education:

- High school diploma or equivalent required.
- Associate's or bachelor's degree in ministry, Worship Arts, Biblical Studies, Education, or a related field preferred.
- Equivalent ministry training, volunteer leadership experience, or participation in a church internship/residency program may substitute for formal education.

Experience:

- Prior experience leading worship in a church or youth ministry setting.
- Experience discipling or teaching students (Junior High or high school) preferred.
- Experience recruiting, training, and leading volunteers (worship team, tech team, or small groups).
- Previous involvement in worship planning, service flow, or team rehearsal environments preferred.

Knowledge and Skills:

- Strong musical proficiency (instrumental and/or vocal) suitable for leading worship.
- Working knowledge of worship team dynamics, contemporary worship music, and worship theology.
- Basic familiarity with worship technology (sound, slides, lights) or willingness to learn.
- Understanding of Junior High spiritual development and youth ministry practices.
- Strong organizational and administrative skills for scheduling, planning, and communication.
- Excellent written and verbal communication skills.

Abilities:

- Ability to model and lead Spirit-led worship consistently.
- Ability to recruit, mentor, and encourage students and adult volunteers.
- Ability to plan, coordinate, and lead events, rehearsals, and weekly services.
- Ability to work collaboratively with staff and volunteers while receiving direction well.
- Ability to build positive relationships with students, families, and leaders.
- Ability to manage multiple tasks, plan ahead, and follow through on details.

Spiritual Requirements

- Demonstrates a faithful and growing relationship with Christ, actively deepening personal faith and modeling spiritual maturity to others.
- Passionately desires to see individuals come to know, love, and follow Christ within authentic, supportive community.

- Fully aligned with Grace Community Church's beliefs, values, mission, and vision, and has agreed to the Staff Faith/Lifestyle Agreement.
- Has signed and acknowledged the policies and procedures outlined in the Grace Community Church Employee Handbook.
- Genuinely desires to know and love God and is open to being used by Him in ministry

Physical Requirements

- Ability to stand, walk, bend, and lift up to 25 lbs. for ministry setup, activities, and events.
- Ability to lead and participate in youth activities that may require moderate physical movement (e.g., games, retreats, camps).
- Ability to work evenings, weekends, and extended hours during special events, camps, or mission experiences.

Employment At-Will

All employees of Grace Community Church are at-will, and as such, are free to resign any time without reason. Grace Community Church, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be construed as, a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended to and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Grace Community Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Acknowledgment

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements above are intended to describe the general nature and level of work being performed by me and are not to be construed as an exhaustive list of responsibilities, duties, and skills required for this position. Therefore, I may perform other related tasks under the direction of my supervisor, Lead Pastor and/or the Chief of Staff.

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Supervisor Printed Name: _____ Date: _____

Supervisor Signature: _____