

The Rocky Mountain Conference of The United Methodist Church

CONFERENCE COUNCIL ON YOUTH MINISTRIES

Adult Co-Advisor Job Description

GENERAL DESCRIPTION

Advise and assist the Conference Council on Youth Ministries in developing a comprehensive Youth Ministry program within The Rocky Mountain Conference of The United Methodist Church. Serve as liaison between CCYM and the Associate Director of Mission and Ministries. Work with the Associate Director of Mission and Ministries to promote development of youth leaders throughout the Annual Conference.

SPECIFIC RESPONSIBILITIES

- ⇒ Advise and facilitate CCYM and its officers.
- ⇒ Assist the personal faith development of CCYM members.
- ⇒ Nurture leadership skill development of CCYM members.
- ⇒ Supervise CCYM officers in performance of offices.
- ⇒ Attend all meetings of CCYM and its steering committee.
- ⇒ Provide for "fellowshipping" activity at meetings.
- ⇒ Communicate with members of the Annual Conference Program & Arrangements Committee.
- ⇒ Assist with local church and District/Sub-District training and programming on a time available basis.
- ⇒ Serve as primary supportive link between District/Sub-District Youth Ministry Coordinators and CCYM.
- ⇒ Make travel arrangements for CCYM and Core Team members to and from CCYM-sponsored events.

REQUIRED PERSONAL ASSETS

- ⇒ A strong commitment to Christ, and the church.
- ⇒ A caring concern for youth and their needs.
- ⇒ A comprehensive understanding of The United Methodist Church and its youth ministry organizational structures on all levels.
- ⇒ Competency in relating with youth and adults.
- ⇒ Expertise in locating and using youth ministry resources.
- ⇒ Some leadership development and programming skills.
- ⇒ Highly developed communication skills.
- ⇒ High degree of personal energy and stamina.
- ⇒ The spiritual gift of administration.

ACCOUNTABILITY

Supervised by the Associate Director of Mission and Ministries.

SUPPORT

CCYM, District/Sub-District Youth Coordinators, the Associate Director of Mission and Ministries and this job description.

TIME COMMITMENT

Fluctuates in relation to program needs. Estimated average is approximately twenty hours per week.

MANDATORY

- ⇒ CCYM Steering Committee Meetings
 - December – Saturday
 - March – Friday evening through Sunday morning
 - May - Saturday
 - August - Friday evening through Sunday morning
- ⇒ Youth Leadership Conference
- ⇒ Will be present for the team meetings for Conference sponsored youth events.
- ⇒ Will be on the design team for at least one Conference youth event.
- ⇒ Weekly telephone conferences to coordinate with the other Co-Advisor and the Associate Director of Mission and Ministries.

VOLUNTARY

- ⇒ Task force meetings as work of CCYM dictates.
- ⇒ Telephone follow-up with CCYM officers and committee chairs.
- ⇒ Correspondence as necessary to coordinate the Steering Committee and the Core Committee's work.