

## **Youth Ministry Applications 2012-2013**

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October 7, 2012

After evaluating the last year of events and activities, the applications for Full time and Part time roles within the 2012-2013 Youth Ministry Committee are now available. There will be a structural change for the committee, having a full time Chairperson, part time Secretary, Events Organizer and Treasurer. Details about each role are contained in the following job descriptions. The application deadline is the 21st of October and the final decision of the roles will be made by the 26th of October, to be announced at the following HARP and CARP services.

The vision for this year will be to create a core committee of the four paid roles, who can then be supported by volunteers to help with the different events and workshops. The committee's responsibilities in supporting and educating the Youth of our movement is a responsibility shared by everyone, and thus volunteers who are able and willing will be invited to give their input on Youth Ministry activities. For the first part of the academic year leading up to Christmas and the Winter workshops, the current committee will continue supporting the new committee to help with a smooth transition into their roles.

We see these roles primarily as an internal mission and we hope to have a dedicated and God centered team who can support each other and the UK youth. The applications will be reviewed by the current committee and the National Leader Jack Corley and qualified applicants will be followed up with an informal interview.

To apply please read the document containing the full details and expectations and fill out the following form.

Yours sincerely,

Youth Ministry

Job descriptions:

## **UK Youth Department Chairperson:**

### **Brief Description**

An individual who sees potential in the Youth of our movement and has a vision to create a department able to care for, educate and empower the youth of our movement to go out into the world with a strong sense of identity, a wealth of experience, and a sincere desire to realise True Parents dream in their own unique way. This individual will have the central role of overseeing and directing the entire youth department and its functions.

### **Job Description**

You will be at the centre of a committee guiding the decisions to best benefit the growth and development of the youth in a our movement. This includes:

- You will need to have a strong internal awareness of the youth in our nation, ensuring that their needs and capabilities are recognised and attended.
- Managing communication with Regional representatives.
- You will be responsible to organise meetings, and guide members to clear outcomes and action steps, and follow-up regularly
- You will be reporting consistently to the national leader and attending department and leaders meetings.
- You will be part of a core team running workshops or events, fully present for the entire duration of all workshops and programs.
- You will be responsible for formulating and compiling the theme, content, and activities shared in workshops and programs
- You will be expected to work in the office, guiding the work of the secretary and Event Organiser and making yourself accessible to the public community
- Act as a mentor to all staff, volunteers, and youth.
- You will lead an exemplary lifestyle free of drugs, alcohol, and improper relationships.

### **Education**

Must have completed at least A-Levels or equivalent.

Must have strong communication abilities, written and oral.

### **Required Experience**

Workshop staff experience

Local church community involvement

Knowledge of overall structure of annual workshops and gatherings.

Preferably a gap year leadership development programs- YSI, STF, DONE, etc.

### **Further Information**

Location	Lancaster Gate Office
Salary	£700+ per month
Working Hours	25+ hrs per week + Meetings/ Workshops
Type of Contract	Full Time, 1 year contract
Motivation Letter Required	Yes

## **UK Youth Department Secretary:**

### **Brief Description.**

An individual who is able to take a supportive role in building a strong youth department able to care for, educate and empower the youth of our movement to go out into the world with a strong sense of identity, a wealth of experience, and a sincere desire to realise True Parents dream in their own unique way. This individual will be responsible to oversee the development of communication and connection between the youth department and all other areas.

### **Job Description**

You will primarily be responsible for all communications internally among committee members as well as outward communication to the public community. You will be responsible to document and manage all information in regards to the youth department. This includes:

- You will be responsible for handling and appropriately distributing emails.
- You will be responsible for updating and maintaining the website and social media outlets
- You will record notes for all meetings and gatherings.
- You will make phone calls to various members of the community, as requested.
- You will be part of a core team running workshops or events, fully present for the entire duration of all workshops and programs.
- You will be expected to work in the office, and oversee proper use of the office and all materials in the office.
- You will support the chairperson in all organisational-related tasks.
- You will manage registration and related queries for all workshops and programs.
- Act as a mentor to other members of staff, volunteers, and youth.
- You will be part of a core team running workshops or events, fully present for the entire duration of all workshops and programs.
- You will lead an exemplary lifestyle free of drugs, alcohol, and improper relationships.

### **Education**

Must have completed at least A-Levels or equivalent.

Must have strong communication abilities, written and oral.

### **Preferred Experience**

Previous workshop staff experience

Gap year leadership development programs- YSI, STF, DONE, etc.

Community Involvement

Prior knowledge of overall structure of annual workshops and gatherings.

### **Further Information**

Location	Lancaster Gate Office
Salary	£200 P/M
Working Hours	6+ hrs per week + Meetings/ Workshops
Type of Contract	Part Time, 1 year contract
Motivation Letter Required	Yes

## **UK Youth Department Event Organiser:**

### **Brief Description.**

An individual who is able to take a supportive role in building a strong youth department able to care for, educate and empower the youth of our movement to go out into the world with a strong sense of identity, a wealth of experience, and a sincere desire to realise True Parents dream in their own unique way. This individual will be responsible for organising and managing events which appeal to and inspire young people.

### **Job Description**

You will primarily be responsible for the preparation and organisation of community events and workshops. This includes the advertisements/publications, staff recruiting, location booking/ preparation and running of monthly CARP/HARP service, regular small 1 day events and our tri-annual workshops. You are to ensure that an events organisation and management facilitates the internal purpose of the event. This includes:

- Develop long standing events
- Help create new attractive events
- Attend meetings
- Email invites, facebook events and send them to secretary to send out.
- Calls to any volunteers who could support event
- Prepare Slide for announcements at services and send them to the secretary to send out to all communities in time for service.
- You will be part of a core team running workshops or events, fully present for the entire duration of all workshops and programs.
- You will lead an exemplary lifestyle free of drugs, alcohol, and improper relationships.

### **Education**

Must have completed at least A-Levels or equivalent.

Must have strong communication abilities, written and oral.

### **Preferred Experience**

Previous workshop staff experience

Gap year leadership development programs- YSI, STF, DONE, etc.

Community Involvement

Prior knowledge of overall structure of annual workshops and gatherings.

### **Further Information**

Location	Lancaster Gate Office
Salary	£200 P/M
Working Hours	6+ hrs per week + Meetings/ Workshops
Type of Contract	Part Time, 1 year contract
Motivation Letter Required	Yes

## **UK Youth Department Treasurer:**

### **Brief Description.**

An individual who is able to take a supportive role in building a strong youth department able to care for, educate and empower the youth of our movement to go out into the world with a strong sense of identity, a wealth of experience, and a sincere desire to realise True Parents dream in their own unique way. This individual will be responsible to administer and manage the UK Youth Department finances, financial assets and liabilities.

### **Job Description**

You will primarily be responsible for managing the finances and communicating those finances with the committee and wider church community. In addition, you will be required to support all other Youth Department responsibilities, offering assistance to the Chairperson, Secretary and Event Organiser where needed. This includes:

- Producing monthly finance reports.
- Dealing with bank transfers, cheques, cash deposits, T4 slips and all other financial transactions.
- Keeping up to date records of all UK Youth Department income and expenses.
- Keeping regular contact with UK UM Accounts Office.
- Attend meetings.
- You will be part of a core team running workshops or events, fully present for the entire duration of all workshops and programs.
- You will lead an exemplary lifestyle free of drugs, alcohol, and improper relationships.

### **Education**

Must have completed at least A-Levels or equivalent.

Must have strong communication abilities, written and oral.

Must have strong arithmetic skills.

Competent use of Microsoft Excel.

### **Preferred Experience**

Previous workshop staff experience

Gap year leadership development programs- YSI, STF, DONE, etc.

Community Involvement

Prior knowledge of overall structure of annual workshops and gatherings.

### **Further Information**

Location	Lancaster Gate Office
Salary	£100 P/M
Working Hours	3+ hrs per week + Meetings/ Workshops
Type of Contract	Part Time, 1 year contract
Motivation Letter Required	Yes