

YOUTH FUND-RAISING COORDINATOR

The youth fund-raising coordinator is responsible for planning, coordinating and overseeing activities to raise funds for youth ministry needs.

Ministry Area/Department	Youth
Position	Youth fund-raising coordinator
Accountable To	Community Youth Coordinator
Ministry Target	Teens
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Giving • Exhortation
Talents or Abilities Desired	Creative thinker • Able to plan and coordinate fund-raising activities • Good role model • adhere to working with youth screening process • accessible by phone/email
Best Personality Traits	Analyst-expresser or leader-analyst
Passion For	Raising funds in support of youth ministry
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** four to eight hours a quarter
2. **Participating in meetings/training:** one hour a quarter

RESPONSIBILITIES/DUTIES

1. Research and develop fund-raising activities.
2. Plan and direct quarterly fund-raising activities that include teens' participation.
3. Provide sign-up sheets and recruit teens and teens' relatives when necessary to participate in fund-raising activities.
4. Ensure that sufficient supervision is provided at fund-raising events and activities, using youth chaperones/parents.
5. Oversee collection and handling of funds. Turn in funds to financial secretary for deposit in youth ministry budget; note if for special purpose such as a missions trip or for general budget.