

Coordinator of Youth Ministry Job Description

Position Summary:

The Coordinator of Youth Ministry will report directly to the Pastor and will work in partnership with the Pastor and the Faith Formation Team to ensure the ministry done with and for students in grades 6-12 reflects Jesus as its center and focus and provides cutting edge and engaging programs and events. The Coordinator has administrative responsibilities for Youth Ministry for youth in grades 6-12, including the coordination of youth groups, events, documents/maintaining records/clearances, mobilizing student and volunteer leaders, providing training for all leaders and enhancing the experience and opportunities for our middle and high school youth to engage and be part of the full ministry of St. John's.

The Coordinator must be confident and able to engage with middle and high school youth, as well as the adults who support the ministry. The coordinator must be a self-starter who has excellent communication skills and is collaborative in his/her approach to planning.

This is a salaried part-time position 20-25 hours a month.

\$17/hour at 20 hours a month – \$4080

Job Duties

- Develop a ministry plan for middle school and high school youth ministries.
- Recruit, train, and equip middle school and high school youth and adults to serve as leaders.
- In conjunction with students and adult volunteers, create and maintain the ministry calendars for both youth groups.
- Actively engage with students and parents, building trust and connection.
- Provide consistent and professional communication about youth ministry to students, their families and the congregation at large.
- Encourage participation within SEPA Synod's youth ministry offerings and ELCA national youth gatherings and oversee the process of preparing for attending national youth gatherings.
- Plan, execute and evaluate summer programming for students (which could include mission/servant trips, Bear Creek Camp, NYG, etc.).
- Advocate and encourage full participation of middle and high school youth in St. John's various ministries.
- Support faith formation offerings for middle and high school youth, including but not limited to Sunday morning Faith Formation and Confirmation.
- Regularly attend Faith Explorations Team meetings, contributing ideas and sharing input on the faith formation opportunities for our students.

Qualifications:

- Active and deep faith and spirituality with the ability to articulate it to young people.
- A love of God and a deep desire to accompany middle and high school students on their faith journey.

- Knowledge of or willingness to become familiar with ELCA/synodical policies and guidelines to help ensure that policies and programs are developed and implemented in accordance with our national and regional church.
- Knowledge of or willingness to become familiar with Lutheran teaching and traditions to represent the ministry faithfully and professionally.
- Ability to work collaboratively and flexibly with the Pastor and staff, volunteers, parents, students, and all who come in contact with the ministry.
- Ability to demonstrate kindness, positivity, and compassion and to share Gospel values in all interactions.
- Demonstrated ability to work independently, with excellent organizational and administrative skills, to meet deadlines and manage multiple tasks and projects.
- Strong and clear communication skills in speaking, listening, and writing.
- Good interpersonal relationship skills with people from all backgrounds and ages.
- Strong computer ability including Microsoft Office, MS Publisher, PowerPoint, and social media.
- Youth Ministry Experience of at least 5 years and/or a college degree in Education
- Requires criminal background check and child abuse clearance

To apply for this position, submit a cover letter describing your interest and relevant experience in this work and a resume with contact information for three professional references.