

POSITION: Youth and Family Ministries Coordinator
SUPERVISOR: Senior Pastor
CLASSIFICATION: Fulltime salaried
DATE PREPARED: December 6, 2019

PURPOSE: To oversee St. John's Christian Education activities and programs for preschool through high school aged youth. To encourage, inspire and nurture young people and their families in the Christian faith and engage them in life-long learning in their faith journey. To develop a personal and spiritual relationship with the youth of our church.

Requirements: Must be a Christian who believes in the ideals of the ELCA Lutheran Church and can guide our youth to grow in the church. The candidate must have at least two years of experience working with youth. Experience in education is preferred.

Job Expectations and Responsibilities:

1. Oversee and coordinate all aspects of youth ministry programs which may include, but are not limited to; Sunday school, confirmation program, vacation bible school, mission and service opportunities, youth choir, holiday programs, youth groups for middle school through high school and summer camps.
2. Identify, select and/or create programs and activities that best fit our congregation.
3. Recruit, train and organize volunteers to implement and execute programs, ensuring the volunteers are committed to doing so in the best interest of our church.
4. Visibly and actively participate in the worship and community life of the congregation, which includes executing a children's sermon one weekend per month minimum.
5. Coordinate and participate in fundraising activities that support youth activities and trips.
6. Determine and make available all necessary materials, documents and information to implement and execute programs and activities.
7. Provide communication of events and program opportunities to youth and their families.
8. Make best efforts to participate in youth camps, trips and other special events, as necessary.
9. Participate in training opportunities as offered.
10. Serve as a significant member of the Christian Education Committee.
11. Attend staff meetings, church meetings and other meetings as required.
12. Establish consistent communication with Sunday school teachers, which could be weekly or monthly meetings, email communication, newsletters, etc.
13. Submit a monthly report to the church council regarding details specific to the youth program(s).
14. Oversee and manage the Youth Ministry budget and provide all necessary supporting documentation. This may require creating and presenting a proposed budget and financial requests as needed.
15. Maintain regularly scheduled office hours year-round in order to be available to youth, families, staff and others. This position will also be a backup for the office administration staff. The Youth and Family Ministries Coordinator and the Senior Pastor will work together to create an acceptable schedule. Final approval of the schedule must come from the Senior Pastor.
16. Other such responsibilities and duties as assigned by the Senior Pastor.