

Job Title: Youth Ministry Coordinator

Reports To: Director of Faith Formation

FLSA: Non-Exempt

Status: Full Time

Job Summary

The Youth Ministry Coordinator is responsible for overseeing, programming, resources and faith development for middle school and high school youth. Youth Ministry Coordinator works in conjunction with other programming staff and appropriate ministry teams.

Essential Job Functions:

1. Recruit, develop, and lead a team of adult and youth leaders
2. Provide regular spiritual growth, fellowship and service activities and groups for middle school and high school
3. Facilitate communication with youth, parents, young adults, and leaders via a multitude of communication channels
4. Consult with faith formation director on curriculum, schedules, and mission trips
5. Provide recommendations on youth ministry budget and follow purchasing procedures
6. Engage effectively in faith formation team meetings, staff meetings, and other staff activities
7. Implement and comply with all children and youth safety policies

Knowledge, Skills and Abilities:

- Knowledge of fundamental Lutheran beliefs
- Knowledge of basic teaching principles
- Proficient Microsoft office skills
- Strong writing and verbal communication skills
- Skill in developing effective interpersonal relationships with youth and families
- Ability to learn church management software
- Ability to write a lesson plan
- Ability to learn principles of youth ministry
- Ability to lead and work with others
- Ability to work effectively in teams
- Ability to work effectively in teams
- Ability to demonstrate vision and passion for serving youth and families and helping them grow in their faith

Education and Experience:

Bachelor's Degree in Education, Communication, or related field. Experience can be substituted for education. Must have a minimum of three (3) years in a position that utilizes effective teaching and communication skills with youth and young adults. Youth Ministry degree or certification preferred. Must have an active church membership.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing mission of the congregation.