

Position Description

Youth & Family Ministries Coordinator

Introduction:

This is the description of duties and responsibilities for the position of Youth & Family Ministries Coordinator and is intended to describe the general value and level of work to be performed by the employee in that position. This job description is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person filling this position. It is extremely important that this document be updated and that it accurately defines the employee's duties and responsibilities. If an employee finds his or her job description to be inaccurate in any way, he or she should contact the Senior Pastor or a member of the Human Resources Committee.

Title: Youth & Family Ministries Coordinator

Reports to: Senior Pastor and Executive Committee

Status: Non-Exempt

Hours: This is an hourly position with flexible hours ranging from 10-15 hours per week. Schedules and hours are dictated by the various activities, events, and meetings.

Supervisory Responsibilities: Volunteers. No direct responsibilities for CLC Staff.

Position Summary: Under the direction of the Pastor and Youth & Family/Education Committee, act as a resource for researching, developing, facilitating and assessing a youth ministry and its component activities.

Responsibilities:

- Maintain good communication with the church youth, church staff, the Youth & Family /Education Committee, other area Lutheran youth leaders, parents and church membership as a whole.

Communications include:

- Attend staff meetings and Youth & Family/Education Committee meetings.
- Submit written report of youth activities, participation, costs, and progress on program goals to Pastor and Youth & Family/Education Committee.
- Provide updates to be included in church announcements and articles for newsletters.
- Establish and maintain consistent means of communication with the youth, their families, and the congregation as a whole. (i.e. phone calls, mailings, e-mails, social media)
- Provide insight on structuring, planning, and executing the Youth ministries and all component activities. See Ministry and Activity List below for examples.
- Understand and follow the CLC policies and procedures for working with children and ensure youth permission slips are current and on file.
- Implement policies and guidelines to ensure a safe environment. This includes ensuring volunteer background checks are completed with the help of the HR Committee.

- Recruit, train youth leaders and volunteers for various ministries and activities.
- Organize groups of volunteers in support of all component activities.
- Review all curriculums annually and act as a resource for materials, and make recommendations as needed for all Youth Ministries.
- Work with the Youth & Family/Education Committee in preparation of an annual budget and properly manage funds in adherence with the purchasing policies of the church.
- Assess and evaluate existing groups, activities and programs annually and make necessary adjustments or add additional programs or resources as needed.

Ministries and Activities:

Youth Groups

- Assist the Youth & Family/ Education Committee and volunteer youth leaders in planning and implementing age appropriate activities. Such activities include small group Bible study, retreats, mission trips, service projects, and regular gatherings and recreational opportunities as appropriate
- Organize and lead the Senior High Youth (currently Mosaic) planning a minimum of 1 service activity and 1 fun activity a quarter and meeting a minimum of once a week.
- Organize and coordinate planning for middle school youth group (TGIF - Teens Growing in Faith) a minimum of 1 service activity and 1 fun activity a quarter, and meeting at least twice a month.
- Organize and coordinate planning for fourth through sixth grade youth group (Christ Crew) a minimum of 1 service activity and 1 fun activity a quarter, and meeting at least twice a month.
- Coordinate fund-raising activities that support special youth activities and trips

Optional Ministries and Activities:

Vacation Bible School (K-grade 6)

- Encourage youth grades 7+ to participate as volunteers
- Assist with promotions
- Coordinate supplies and donations
- Be present / available during the events

Intergenerational Events

- Assist in identifying and developing intergenerational events for the church family
- Supplement ministry events with age appropriate activities

Qualifications and Experience:

- Be a committed Christian who loves Christ and has a passion for ministry with youth, adults and members of all ages.

- Have a strong Bible knowledge and ability to create meaningful programs with a clear understanding of the Christian faith and the ability to communicate it clearly (from a Lutheran perspective preferred)
- Understand and feel comfortable following ELCA theology and social statements
- Have a strong ability to relate with empathy and build relationships of trust with youth and their families
- Possess understanding of group dynamics and facilitation skills
- Effective in recruiting, equipping, and coordinating both leaders and participants
- Possess strong organizational, communication, and time management skills
- Knowledgeable of adolescent development, youth culture, and sociology
- Demonstrates an ability to work creatively and collaboratively with others
- Ability to schedule to maximize participation and accommodations when possible
- Ability to work within and assist in development of a yearly budget



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