



St. John's Lutheran Church

Position Description – Youth Ministry Coordinator

Provide leadership in planning, coordinating, implementing youth ministry at St. John's Lutheran Church. The Youth Ministry Coordinator is expected to work in a collegial style, in cooperation with staff and the Faith Formation Commission. The Youth Ministry Coordinator will work with the Director of Faith Formation in ministry and programming to establish and maintain positive relationships with youth and families of the congregation.

Classification: Non-Exempt

Status: Half Time

Reports to: Lead Pastor

Position: Youth Ministry Coordinator

- Working with middle and high school students.

Work Schedule: Up to 20 hours a week (days/evenings/weekends)

- Program Year
 - Sunday mornings (approx 8:00am-11:30am)
 - Wednesday evenings (approx 5pm - 8:30 pm)
- Meetings for Faith Formation Commission and weekly staff meetings
- Summer: Extended hours for programmatic ministry (this can be flexible/negotiable.)
 - VBS (week)
 - Confirmation Camp (week)
 - Youth Trips (week)
- Remaining hours may be set week to week
 - Weekly staff meetings
 - Monthly Faith Formation Commission meetings
 - Personal development
 - Synod networking

Knowledge, Skills, and Abilities

- High School Diploma required. Bachelor's preparation or equivalent experience preferred.
- Demonstrated ability to communicate and relate effectively with youth, young adults, and families with respect and sensitivity.
- Strong organization, administrative, and project management skills.
- Ability to work collaboratively with staff, volunteers, and community partners.
- Excellent verbal and written communication skills, including proficiency in social media and digital communication platforms. Interprofessional relationship building is essential.
- CPR and First Aid Training (or willingness to be trained)

Major Roles and Responsibilities

Program Deployment

- With the guidance and collaboration of the CYF team, develop and implement strategies for attracting, engaging, and retaining youth and young adults in the life of the church.

- Deploy curriculum, plan creative delivery methods, communicate and market the details of each event, and implement plans for youth ministry including:
 - Weekly Wednesday School Programming (September - May)
 - Sunday Faith Formation activities (year round)
 - Milestone Ministry
 - Mentoring Programs
 - Youth involvement in worship
 - Youth Mission Trips
 - Service projects
 - Vacation Bible School
 - Confirmation Camp
- Recruit, train, and support all volunteers throughout their time with our youth.
- Empower parents to connect with the broader mission of St. John's.
- Provide compassionate care and support to youth and families facing personal or community challenges, including crisis intervention and referrals to appropriate resources.
- Coordinate and collaborate with other church staff, volunteers, and community partners to support the broader mission of St. John's.
- Commit to student's spiritual growth, to the values and mission of St. John's, as well as a commitment to promoting social justice and inclusivity in all facets of Lutheran ministry.
- Contribute to regular staff meetings and attend training events to stay connected and improve your impact.
- Stay up-to-date on current cultural and social trends that impact youth, as well as best practices in youth ministry programming.

Relationship Building

- Build relationships with youth at St. Johns and within the community.
 - Coffee meetings
 - Summer lunches
 - Attending local sporting events, plays, competitions, and presentations
 - Consistent texting and other forms of connecting with youth
 - Encouraging youth to invite friends, and capitalizing on opportunities to grow in relationship with those friends.
- Work closely with St. John's staff to contribute to the ministry and mission of the greater church, as well as receive and provide collaborative guidance, direction, and consultation within the CYF program.

Administrative Duties

- Work with the Director to manage the Children, Youth, and Family Ministry finances including the staff credit card, fundraising, and financial reports. Provide budget input to the Faith Formation Commission.
- Maintain records and information from events, their summaries, and the resources used.
- Prepare a monthly staff report for the church council and for the annual Congregational report.

As Required

- Performs duties assigned by the supervisor and logically related to the function of St. John's.
- Lift up to 40# (facility set up, bulk supply transport).

This job description is subject to change at any time.