

Children and Youth Ministry Coordinator

Job Title: Children and Youth Ministry Coordinator

Job Holder: new hire **Reports to:** Pastor **Benefits:** PTO and 7 holidays **Pay:** \$20/hour

Job Summary

Minister alongside and provide administrative, programmatic, and spiritual support for volunteers ministering with children and youth.

Position Status

Reports to Pastor. Works alongside volunteer leaders ministering with children and youth. This position is an average of 10-12 hours per week as needed, non-exempt. Schedule will be developed in partnership with the Coordinator, supervisor, and families. Comp time or overtime pay provided for special events or youth trips with prior approval from supervisor. Background check and boundaries training required.

Essential Tasks

Weekly

- Connect regularly with youth and families to hear their input and understand their experience.
- Develop and support team of volunteer leaders and minister alongside them as they initiate, develop and maintain positive relationships with children, youth, and families through a variety of activities.
- Provide support and resources as needed and requested to Sunday School Superintendent and teachers in their ministry.
- With volunteer leadership, plan and implement weekly activities for youth.

Monthly

- With Pastor and volunteer leadership, co-plan and co-lead Confirmation class for 7th-8th graders.
- With volunteer leadership, design and implement Christ-centered youth and intergenerational events.
- Create, maintain and distribute a calendar of events for children, youth, and families.

Annually

- Attend Sunday morning Worship quarterly, as requested and needed.
- With volunteer leadership, accompany youth to retreats and congregation-wide meetings.

Qualifications

1. Demonstrated experience working with students and/or families in a Christian ministry setting
2. Familiarity with or willingness to learn about Lutheran Theology
3. Good communication and interpersonal skills across an intergenerational community
4. Organization and time management skills
5. Ability to identify issues, use discretion, and maintain good boundaries and confidentiality

Core Competencies

Influencing Others: Encourages others to cooperate, participate, provide resources, or make decisions, in service to the work at hand.

Mission Ownership: Through their behavior, demonstrates understanding and full support of the mission, vision, values, and beliefs of the congregation.

Team Orientation: Understands the importance of teamwork and creates an environment that supports team building and teamwork.

Volunteer Management: Gains commitment from and provides direction to volunteers to achieve common goals.

Leadership Promotion: Supports and encourages others to use their gifts and skills to provide leadership in service to the larger community.

Pastoral Care/Counseling: Develops trusting relationships, listens empathetically, and responds with compassion to those in spiritually or emotionally troubled situations. Shows appropriate pastoral care boundaries. Recognizes their own limitations as a care provider. Respects confidences. Discerns the need to refer congregants to other professional care providers as appropriate.