

# Youth Ministry Coordinator

**Part-time**



## **Position Description:**

The Youth Ministry Coordinator's primary responsibility is to the Board of Education and its committees, coordinating and implementing their goals and directives. Working closely with the pastor, the Board of Education, and designated committees, the Youth Ministry Coordinator will nurture faith formation in children and families through curriculum, events, worship, and volunteer leadership.

## **Key Responsibilities**

### **Volunteer Management**

- Identify, recruit, train, and support a network of volunteers who lead educational programs for middle and high school youth.

### **Curriculum Development**

- Select, plan, and implement age-appropriate curriculum for middle and high school education programs.
- Submit all proposed curricula to the Board of Education for approval.

### **Continuing Education & Events**

- Plan and run programs, processes, and events that foster ongoing faith development for middle and high school youth.
- Organize at least three curriculum-based gatherings per month during the regular Faith Alive schedule.
- Coordinate additional activities, including retreats, special events, service opportunities, and participation in church-wide events.
- Ensure confirmation students have opportunities to participate as appropriate.

### **Confirmation**

- Collaborate with the pastor(s), parents, and Confirmation Committee to define, detail, and implement the Confirmation program.
- Assist students with completing their Faith Statements, stoles, Luther seals, and other related components.
- Plan and run Confirmation Sunday service and reception.
- Coordinate the student participation and volunteer program, including tracking participation points.
- Ensure students complete their memory work in a timely and appropriate manner.
- Coordinate and implement the Faith Mentor Program, fostering intergenerational relationships within the congregation.
- Encourage continued involvement in youth ministry, volunteer opportunities, and church activities beyond Confirmation.

## **Senior Programs**

- Coordinate the senior scholarship program in conjunction with the Board of Education.
- Plan and run Senior Sunday for graduating youth.

## **National ELCA Youth Gathering**

- Organize youth attendance at the National ELCA Youth Gathering, including all related fundraising efforts.

## **Communication**

- Create content for middle and high school youth sections in the monthly newsletter, weekly e-mails, social media, and other necessary channels.
- Maintain consistent communication with parents, youth, volunteers, church staff, and the Board of Education.
- Report program and event plans, attendance, and participation metrics to the Board of Education.

## **General Administration**

- Attend church staff meetings as needed to support the Youth Ministry Program.
- Participate in Board of Education and related committee meetings as required.
- Assist office staff by answering phone calls and welcoming visitors when working in the office.
- Other duties as assigned.