



Position Description

Coordinator of High School Faith Formation

Spirit of Joy Lutheran Church Mission Statement:

God has gathered us together to live as God's beloved children, and to:

To **WELCOME** people *into a community of followers of Jesus Christ*;

To **GROW** with one another *in faith and hope in Him*;

To **SEND** out one another as Jesus' compassionate servants in the world.

Job Title: Coordinator of High School Faith Formation

Employment Status: Part-time, up to 20 hours/week; one-year call; renewable annually

Reports to: Director of Next Generation Ministries

Salary Level: \$21 per hour starting

Position Summary:

To foster formation of disciples of Jesus and strengthen connections within God's Church, with particular attention to high school-aged youth and their families.

Role and Responsibilities:

- Know and nurture the high school youth of Spirit of Joy Lutheran Church.
- Recruit and equip ministry partners (members) of Spirit of Joy to nurture, teach, pray for, and learn from the congregation's high school-aged youth.
- Plan weekly gatherings throughout the program year (September-May) that will include a variety of faith formation, fellowship, and service activities. Equip adult leaders to collaborate in teaching and guiding.
- Recruit and collaborate with volunteer high school ministry team to share in the work of high school ministry.
- Attend occasional youth events and regularly meet with youth off the church campus.
- Coordinate a minimum of one high school trip each year, including a three-year rotation of the triannual ELCA Youth Gathering, an outdoor adventure trip, and a mission trip. Recruit high school participants and adult leaders, plan fundraising efforts, and lead most of the trips.
- Collaborate regularly with Spirit of Joy's Lifelong Faith Formation team, staff, and ministry partners to ensure that our youth are welcomed and integrated into the whole of our congregation.
- Communicate with Spirit of Joy's congregation about the joys and happenings of high school ministry. Media may include church website, social media, emails, and postcards.
- Develop and maintain high school youth ministry budget.

Qualifications and Education Requirements:

- Commitment to serving and growing in relationship with Jesus Christ through regular worship, Scripture reading, and other spiritual disciplines
- Understanding of and respect for the Lutheran tradition of the Christian faith
- Bachelor's degree preferred

- Availability and willingness to work on Wednesday evenings, Sunday mornings, and 1-2 additional evenings per month, in addition to other work and office hours
- Experience and/or training in youth education
- Ability to recognize gifts in others and then invite them into leadership
- Interpersonal and relationship-building skills
- Experience in planning, organizing, and leading large and small group events
- Proficiency in Microsoft Word, PowerPoint, and social media platforms
- Effective written and verbal communication skills
- Successful completion of criminal background check and valid driver's license
- Physical ability to participate in outings and activities

Terms of Employment: May be further defined in the Employment Memorandum of Understanding, the Spirit of Joy Staff Handbook, and in accordance with the Spirit of Joy Constitution.

Management Discretion: The job duties and requirements that this document describes may be altered or supplemented at any time at the discretion of the employer with notification of employee.

Employment-at-Will: This document does not create an employment contract, either express or implied. All employment is employment-at-will.

Additional Notes: