

JOB RESPONSIBILITIES AND QUALIFICATIONS

Title	Youth and Family Ministry Coordinator	Reports To	Pastor
Status	Part-time - Exempt	Next Review Date	
Hire Date		<i>Rev. 06-2018</i>	

Job Purpose:

The Purpose of this position is to lead and coordinate a comprehensive and expanding ministry for children, youth and families at St. Martin's Lutheran Church. The position will foster Christian community within and across age groups, help strengthen participants' commitment to service to the church and beyond, and help grow participants' faith in Jesus Christ.

Job Qualifications:

1. Have a firm grounding in Lutheran theology, a clear faith in Jesus Christ, and an enthusiastic call to this ministry.
2. Comfortably model to children, youth and families how to share one's faith in words and actions, including active attendance to worship and church events.
3. Have significant experience in ministry to children, youth, and families.
4. Have training in youth and family ministry or equivalent. Knowledge of family systems is desired.
5. Have strong leadership skills.
6. Have ability to relate to a diverse group of people, both in individual and group settings.
7. Have ability to plan, organize and implement events/classes in collaboration with other volunteers.
8. Have strong written and oral communication skills, good computer skills, and knowledge of applications of age-appropriate technology.
9. Meet all background checks.

Duties and Responsibilities:

1. In accordance with St. Martin's Constitution, work with the Youth Ministry Team to:
 - a. Develop/select creative programs for school-age, middle school youth, and high school youth and their families that will nurture their Christian faith, provide fellowship and social opportunities, and involve children and young people in service, mission and outreach to others.
 - b. Recruit and train volunteers to lead and administer programs.
 - c. Maintain regular, effective channels of communication between volunteers, church staff, and Pastor.
 - d. Keep the congregation informed about current and upcoming programs/events through the weekly newsletter, bulletins and other media as appropriate.
 - e. Evaluate programs at least annually by proactively seeking input from congregants.
 - f. Develop annual budgets for each area of programming.

2. Lead monthly meetings with the Youth and Family Ministry Team, and provide written outcomes of those meetings.
3. Meet regularly with Pastor and other staff as necessary.
4. Meet at least quarterly with Church Council to update them on programs, challenges and successes.
5. Meet regularly with Team Leadership Council for information sharing and to collaborate with other ministry teams in the successful execution of programs for children, youth and families.
6. Maintain appropriate confidentiality and professionalism when working with staff and volunteers.
7. Keep records of participation and events.

Children:

1. Annually secure identified curriculum and materials necessary for teaching weekly classes for children ages 3 through 5th grade.
2. Plan and assist parents with the annual children's Christmas program and other special events.
3. Assist volunteers with the inventory and ordering of necessary classroom supplies, and with the orderliness of the classroom spaces.

Confirmation Youth:

1. Lead/teach confirmands as directed.
2. Plan for retreats and synod-wide events designated for this age group.

High School Youth:

1. Lead/teach youth group as directed.
2. Plan for retreats and synod-wide events designated for this age group.
3. Plan for mission events and the ELCA National Youth Gathering, including coordinating with parents and congregants on fundraising events.
4. Oversee youth in maintaining the Youth Room, so that it is orderly and inviting.