

St. Olaf Lutheran Church – Youth Ministry Coordinator

The Youth Ministry Coordinator at St. Olaf Lutheran Church will shepherd youth and their families from birth through high school by empowering, supporting, and encouraging youth, their families and adult volunteers in learning, faith formation and spiritual growth. The coordinator will plan, develop, coordinate, and oversee activities for children and families that foster Christian community through relationship-building while promoting fun, spiritual development, ministry, and outreach involvement opportunities.

Vision:

A family of believers called together to proclaim the good news of God’s reconciling love in Jesus Christ. (The Youth Ministry coordinator shares the vision of creating a faith-forming Christian community.)

Mission:

The mission is to partner home and congregation in ministry to proclaim the good news of God’s reconciling love in Jesus Christ, by establishing personal trusted relationships with healthy boundaries, while sharing and participating in the gospel story.

Goal:

The goal is to establish a holistic approach to youth & family ministry. The Youth Ministry Coordinator is not the one primarily doing family ministry; instead is the one who manages and reminds students and volunteers, calls to collaborate and orchestrates the leadership of the diverse groups, activities and programs of the church.. They are advocates for children, youth, and families.

General Description and Purpose of this position:

- ❖ Called to engage and nurture children, youth & families in faith formation.
- ❖ Promote healthy youth & family ministry throughout the entire organization, using appropriate boundaries.
- ❖ Help to provide leadership and assistance in overseeing the Cross-Generational Ministries of the congregation (including Sunday School, Vacation Bible School, Parent & Family Education, Youth Activities for all ages, and assisting the pastor in youth activities, confirmation, outreach and worship

Duties and Responsibilities in Education & Youth Ministry:

❖ **Sunday School**

- Help choose & organize curriculum, music, craft activities and snacks in consultation with the Christian Education, Youth and Family Boards, and the Pastor
- Teacher training & support, coordinate music and SS singing at worship including the Nativity play coordination.
- Coordinate with other ministries of the church
- Be an active & visible presence during Sunday School
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❖ **Vacation Bible School**

- Work with representatives of St. Olaf & Our Saviors churches to coordinate joint VBS including registration/payment, meal/snack coordination, recruitment and advertisement

- Be the contact person for the Bible camp staff including coordinating lodging, payments and meals for Bible camp staff.
- Help choose & organize curriculum with Christian Ed, Youth and Family Boards and the Pastor
- Be an active & visible presence during the week of VBS.

❖ Youth Ministry

- Collaborate with the Christian Education and Youth & Family Ministry boards in coordinating youth activities for preschool, elementary and 7th-12th grade youth.
 - Including age specific activities to multi-generational/family activities
 - Including play activities, learning activities, service/mission activities and worship activities.
 - Coordinate summer trips & bible camp
 - Encourage involvement and plan fund raisers/financing and coordinate travel details for church wide youth ministries (National Youth Gathering, Mission trips, Mission Projects, Dakotah Oyate Gift Bags, Hope Center, and Turkey Baskets etc.)
 - Cooperate with other Devils Lake area churches in coordinating activities and events.
 - Help develop programs to help children and youth become involved in our congregation.
- Parent & Family Education
 - Help provide resources for parent & family education.
 - Coordinate and encourage parental involvement in the youth & education ministries of the church.
- Confirmation
 - With the pastor, organize the confirmation program.
 - Assist with confirmation to include large and small group ministry and engaging activities related to the lesson.
 - Be an active & visible presence during Confirmation time.

Accountable To:

- ❖ Senior Pastor (Attend weekly staff meetings)
- ❖ Church Council (Attend the monthly church council meetings, submit a monthly report to council and for newsletter, submit an annual report)

Worship Life:

- ❖ Coordinate Sunday School (Noisy buckets, children's sermons, SS singing) & Confirmation students' involvement in worship (Worship hours, Lent worship leading and Sermon notes)
- ❖ Encourage involvement by older youth in worship.
- ❖ Assist with leading worship and worship planning, and occasional preaching may be an option.

Pastoral Care:

- ❖ Try to attend school and public events that children and youth are involved in.
- ❖ Correspondence and coordination with youth and parents utilizing face-to-face, mail, email, social media, posters, communication etc.
- ❖ Meet monthly and work closely with Christian Education and Youth & Family Ministry committees.
- ❖ Full Time or willing to consider part-time and/or flexible scheduling with council approval.

1/22/2024

- Office hours: Flexible schedule to be negotiated and approved by council. Sundays 8:30- 11:30 (and summer hours 30 minutes before worship on days that are designated at the retreat center) Wednesday 1pm to 8pm as well as a Flexible schedule for the remaining hours determined by the events and coordinated with the Pastor and Council to meet the needs of the youth and the church.
- Attend scheduled meetings or events before & after office hours.
- Sunday is the 1st day of the work week.

Salary & Benefits:

- ❖ Salary Range: \$25,000 (part time at 25 hours per week) and up to \$40,000 (full time 40 hour work week)
- ❖ Health Benefits: (Negotiable)
- ❖ Vacation Time: 2 weeks a year after successful performance evaluation.

Minimum Qualification Requirements:

- High School Diploma or equivalent, College experience preferred.
- Driver's license in good standing
- Successful background check
- Able to guide and support youth in faith formation in the Lutheran context of Christian Faith as understood by Lutherans (Small Catechism and Holy Scripture)

*After 90 working days, a formal performance evaluation will be conducted.

**Employment contingent on satisfactory results of background check

Youth Ministry Coordinator

Date

Council President

Date