

First Lutheran Church Staff position

Position: Youth Group Coordinator

Accountability: FLC Learning committee, FLC Pastor & FLC Church council

Hours: 10 hours per week, flexible scheduling

Salary: \$12/hr, plus reimbursement for some mileage and all supplies

Boundary Workshop included in compensation and Safe Guarding Our Children/Protect My Ministry Training

General Responsibilities:

- To help develop a plan for youth ministry events and activities.
- To know the needs of youth in the church and community.
- To coordinate a comprehensive plan for youth ministries; i.e. annual planning and calendar.

Specific Responsibilities:

- Plan, organize and attend regular youth fellowship and service events
- Coordinate attendance and participation in two regional or one larger service, educational or fellowship event annually
- Attend worship services at First Lutheran on a regular basis
- Report to the Pastor & Learning committee monthly
- Assist youth in our congregation in growing their relationship with Jesus Christ
- Prepare proper publicity via bulletin, E-news, newsletter, Facebook, etc for various events; updating the church calendar in a timely manner, provide informational articles to the congregation in the E-news or newsletter.
- Become familiar with the NEOH Synod's service, fellowship and youth events for possible integration with First Lutheran Youth for group activities.
- Assist in preparing the annual budget for Learning committee.
- Assist Pastor in planning confirmation Sunday.

- Encourage and assist the youth to participate in the life of the church (ushering, greeting, lectern etc..)
- Assist youth in transitioning to active adult membership at FLC.

Abilities needed:

- A strong Christian faith with an understanding and acceptance of Lutheran theology.
- A healthy understanding of our national ELCA and Synod entities.
- The ability to engage with, invite and welcome new youth members
- Joyfully creativity and imagination that can be practically applied towards building relationships, planning events and enhancing the body of Christ.
- Excellent communication and technology skills with the ability to interact with young people and the congregation at large.
- Excellent computer skills, social media literacy and safety skills.
- The ability to work independently with excellent organizational and planning skills.
- High energy and a motivation to work with teenagers to assist them in growing their relationship with Christ.
- The ability to recruit, train and encourage volunteers for various roles within the youth group program.

In addition, the successful candidate must:

- Maintain confidentiality
- Pass a background check and drug test
- Demonstrate maturity and good judgement
- Experience or training in youth or educational ministry is a strong plus

Revised: July 2017