



ST. JOHN EVANGELICAL
LUTHERAN CHURCH

Youth & Family Ministries Coordinator Job Description

Reports To: Senior Pastor Effective: 4/4/24
Status: Full-time, 40 hours per week
FLSA: Exempt

Starting Salary: \$18/hour plus health insurance and pension

Job Summary

The Youth & Family Ministries Coordinator will facilitate K-12 faith formation in collaboration with the Board of Parish Education, the Youth & Family Ministry Board, and other volunteers.

Essential Functions:

- Initiate and coordinate regular events for middle school & high school youth
- Organize and oversee Sunday School and the Confirmation programs
- Provide leadership and organization for the After School Program
- Facilitate the annual Christmas Program, VBS, and First Communion Instruction
- Provide opportunities for youth to engage in service and go on mission trips
- Collaborate with Youth & Family Ministry Board to provide occasional family events
- Participate in staff, Parish Education, and Youth & Family Ministry board meetings

Other Responsibilities:

- Coordinate and oversee any needed fundraising for youth events
- Assist Parish Education and Youth & Family Ministry Boards in managing their budgets

Minimum Qualifications:

- High school diploma or GED
- Ability to share the Christian faith in a Lutheran context
- Able to work evenings and weekends and maintain flexible working hours as determined by the needs of the ministry

Core Competencies:

- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Influencing Others:** Encourages others to cooperate, participate, provide resources or make decisions, in service to the work at hand; uses verbal and nonverbal skills to communicate respect for others, and to generate energy passion and commitment to an idea; creates an environment that others want to participate in.

- **Delegation:** Clearly and comfortably delegates both routine and important tasks and decisions; appropriately shares authority and responsibility; creates accountability; sets clear objectives and measures, monitors process, progress and results; builds feedback loops into the work; trusts people to perform their own work.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.
- **Conflict Management:** Understands the dynamics of human negotiation among conflicting interest groups and how to achieve mutual agreement; embraces constructive conflict as a means to promote growth; reads situations quickly; can find common ground and get cooperation with minimal anxiety.
- **Organizational Knowledge:** Knowledgeable about how congregational communication, decision making and leadership works; knows how to get things done through formal and informal decision-making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans his/her approach accordingly.
- **Priority Setting:** Spends his/her time and directs the time of others to what is important; quickly zones in on the critical issue, and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.
- **Team Orientation:** demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.

Goals for the Coming Year:

- Collaborate with Youth and Family Board to plan and implement a middle and high school youth group with regular gatherings and events.
- Collaborate with Parish Education Board, Pastor Russ, and Intern Beth in the development, planning, and implementation of the 2024-25 confirmation program.
- Collaborate with Youth and Family Board to plan and implement at least 3 family events in the coming year.
- Collaborate with the Parish Education Board and other volunteers in continuing the After School Program.