

Youth Ministry Coordinator

Chisago Lake Lutheran Church

Job Description:

Mission Statement:

To inspire youth to be disciples of Jesus Christ and to make a difference in their family, church, community, and world.

Purpose Statement:

The Youth Ministry Coordinator (YMC) will be responsible for leading, administering, and coordinating the congregation's ministry to Junior and Senior High youth (6th-12th graders) and their families. We seek to foster an environment where the youth can grow with the church in their commitment to Jesus Christ. The YMC will establish this within the congregation through mentoring, building authentic and affirming relationships, and leading educational, service, and social activities.

Accountability:

The YMC will be under the direct supervision of the assigned pastor and will meet monthly with the supervisors and Youth Committee for planning, review, and assessment of the program and direction of youth ministry at CLLC. The YMC is part of the church staff, and will carry out this work in coordination with the mission and ministry of the entire staff, including participation in weekly staff meetings and behavioral covenants.

Work Schedule:

This is a part time, flexible-schedule position; 25 hours per week.

Responsibilities:

- 1. Provide direction for youth programs within scope of responsibility.**
 - a. Develop annual youth priorities/goals which include year round programming.
 - b. Ensure involvement of youth, the youth committee, and the church staff in the development of annual priorities and goals.
 - c. Assist in planning budget for youth programs. Ensure budget is met.
 - d. Monitor, review and evaluate trends for assigned services (e.g. attendance, scheduling, etc.), identifying opportunities for improvement.
 - e. Initiate action to address opportunities for program improvement.

- 2. Directs all processes regarding volunteers for CLLC youth programs.**
 - a. Recruit and screen qualified volunteers.
 - b. Determine skills and talents of volunteers and match those abilities with appropriate tasks to ensure a mutually beneficial experience between CLLC and the volunteer.
 - c. Provide volunteers a clear orientation to CLLC volunteer responsibilities. Including helping instill a commitment to Authenticity, Affirmation and Availability.
 - d. Develop ongoing evaluation to measure impact of volunteers and the satisfaction of volunteers.

e. Plan and carry out annual volunteer recognition program.

3. Lead a relational ministry that strives to deepen the relationship between our youth, the congregation, and the community in order to foster healthy Christian living.

This includes, but is not limited to:

- a. Coordinate Sunday morning youth activities (i.e. Doughnuts & Discussion for 6-12th graders).
- b. Plan and supervise youth for the weekly after school program on Wednesday (KAT).
- c. Coordinate faith mentoring program.
- d. Offer service opportunities in the church and the community throughout the year, including a summer mission trip for Senior High Youth or others who are interested.
- e. Ensure monthly offerings of the three "S's": Study, Social, and Service
- f. Promote and lead opportunities for youth to be integrated into the church and community through worship and intergenerational activities.
- g. Build and maintain relationships with area church/school youth counselors/coordinators.

4. Provide coordination and leadership for Confirmation ministries.

- a. Work to identify how to best collaborate with Christian Education to support youth transition from younger age programming.
- b. Assist the pastors in developing Confirmation curriculum and scheduling.
- c. Plan and coordinate confirmation activities and retreats.
- d. Secure volunteer to track requisites for Confirmation students
- e. Coordinate faith statement preparation and completion
- f. Provide opportunities to support and encourage confirmation families.

5. Coordinate effective communication for the youth program.

- a. Ensure that all communications are done and delivered in a timely manner. This includes the church newsletter, bulletin announcements, and mailings.
- b. Keep the church, including the pastors and staff informed, in advance, of all the scheduled activities along with dates and details.
- c. Manage the youth page of the church website.
- d. Regularly planned programs or special activities of the youth program will not be cancelled without the permission of supervisor.
- e. Special guest speakers should be discussed with supervisor and proper screening take place to insure doctrinal, and scriptural messages be delivered to the youth.

6. Assure a safe environment for youth and volunteers.

- a. Act as a positive safety role model.
- b. Maintain confidentiality for all youth based on federal and state regulations and CLLC policies (e.g. reports of abuse, familial situations, etc.).
- c. Apply and adhere to standards and regulations for fire, weather, emergency and environmental hazards.

- d. Coordinate adequate supervision for youth programs.
- e. Ensure all state laws are followed when using the church vehicles.
- f. Maintain all social media venues with a positive theme, not tolerating bullying or other inappropriate online behavior.
- g. Complete an incident report for any injury, theft, vandalism, security concern or potential hazard in immediate work area as well as anywhere on CLLC property.

Skills:

1. Have a commitment to Jesus Christ and an ability to inspire that commitment to others.
2. Have ability to articulate the Gospel in accordance with the theology of the Evangelical Lutheran Church in America.
3. Be able to work in partnership with the staff, supervisor, committees, and the church council of the congregation.
4. Have the ability to work flexible hours to carry out the purpose of the youth program.
5. Desire to participate in continuing education and/or other learning opportunities toward enhancing ministry skills.
6. Be sensitive to the spiritual and emotional needs of youth, and have the ability to listen and respond in a mature and helpful manner.
7. Maintain ethical and professional conduct in accordance with the personnel policies of the congregation.
8. Have intermediate computer skills with Microsoft Word and Outlook.
9. Have a basic knowledge of and experience with social media.

To Apply for this Position...

Interested Applicants should submit the following to the address below:

- +A Faith Statement
- + Resume
- +Job Application
- +Youth Ministries Statement of Interest Questionnaire

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