

Fjeldberg Lutheran Church Youth Coordinator

JOB OBJECTIVE: The High School Ministry Coordinator is responsible for the overall Youth (7th-12th grade) Ministry at Fjeldberg. This individual will work with the Family, Formation, and Education Committee, Family Ministry Staff Team, and Pastor to develop a plan for ministry with Youth and their families. This individual may lead some of the outlined ministries but will also work with others to develop volunteer leaders to assist where needed.

REPORTING STRUCTURE: Pastor

ESSENTIAL DUTIES

- Live out Fjeldberg's mission
- Engage Youth in periodically helping with parts of worship
- Invite Youth to special Sunday morning services and activities
- Wednesday Evenings for 9th-12th Grade Youth:
 - Choose Curriculum and Develop a Ministry Plan for Wednesday Evenings
 - Schedule, supervise and equip Wednesday Evening Ministry Leaders for 9th-12th grade
 - Participate in Wednesday evening activities
- Ministry Activities for 6th-12th Grade:
 - Develop a team of youth and adult leaders to plan service and fellowship opportunities for 6th-12th grade youth and their families
 - Work with team to coordinate service and fellowship opportunities for 6th-12th grade youth and their families
 - Promote Retreats and work with Pastor to plan
 - Coordinate chaperones and attend to support chaperones (if able)
 - Promote summer trip and help Pastor plan summer mission trip
 - Schedule chaperones for the trip and attend to support the chaperones (if able)
 - Work with Family, Formation, and Education Committee and Pastor to prepare for Confirmation Worship and Celebration.
 - Invite families to Confirmation.
 - Schedule and Plan with Pastor and Family, Formation, and Education Committee Senior Recognition Sunday
 - Invite Seniors and families
- Ensure that background checks are completed for Youth Ministry Volunteers
- Assist in orientation procedures for Youth Ministry Volunteers
- Communicate with parents and guardians of 6th-12th grade youth about ministry activities



Pastor: Rev. Tim Jacobsen
Email: tim@fjeldberglutheran.org
Church Email: fjeldberg@fjeldberglutheran.org

HOURS

5-8 hours a week

ADDITIONAL DUTIES

All other duties as assigned and agreed upon

POSITION QUALIFICATIONS

- Highly organized to coordinate volunteers, schedules and activities
- Passionate about faith growth
- Excellent verbal and written communication skills with persons of all ages
- Patient and welcoming and hospitable personality
- General knowledge of basic office equipment
- Ability to work with many different personalities
- Able to recruit and maintain a group of strong volunteers
- Openness to change as the congregation needs to evolve

SALARY

\$21-\$25/hr based on experience