

Coordinator of Youth and Young Adult Ministry

Vision: Living Word is a mission-based church aimed at growing disciples of Jesus Christ. In order to accomplish this task, the church has three objectives: welcome all people, equip its members for service, and send members into the world to fill God's call to the world.

Job Description and Qualifications

General Description: To assist in developing, directing, and leading ministry with and for youth and young adults. The Coordinator of Youth and Young Adult Ministry role is to also include our away-at-college / serving in the military / young professional members and those currently attending services at Living Word (LW). The Coordinator of Youth and Young Adult Ministry shall foster Christian community through building relationships with youth and young adults that grow their faith in Jesus Christ and strengthen their commitment to serve the church both inside and outside the walls of LW.

The Coordinator of Youth and Young Adult Ministry is primarily responsible for:

1. **Innovating and Collaborating:** Developing a comprehensive, innovative plan for the Youth & Young Adult Ministries and coordinating with other ministries and the pastors.
2. **Recruiting and Energizing:** Identifying leaders of all age levels and encouraging them to share their gifts and faith through the Youth & Young Adult Ministries.
3. **Training and Growing:** Providing training, encouragement, and mentoring for leaders.
4. **Communicating and Branding:** Developing and implementing ways to communicate about resources and ministry opportunities through the church website, online registration, email, brochures, social media, campus signage and signage around the community.

Hours: Full-time. 40 hours at pay rate of \$16hr - \$19hr dependent on experience and knowledge. The work schedule will be a combination of weekday hours, Sundays, and other designated hours if needed.

Classification: Exempt

Job Relationships:

1. The Coordinator of Youth and Young Adult Ministry is part of the Discipleship Team that includes our Associate Pastor, who oversees the Discipleship Team and all Discipleship Ministries at LW and our Coordinator of Children's Ministry, who is responsible for our birth to 5th grade ministry.
2. Reports to the Associate Pastor.
3. Other Relationships: Maintain good, effective working relationships and cooperate actively with the other church staff and members to ensure that vision of the church is met. This job requires meaningful relationships to be formed with the Associate Pastor, Lead Pastor, Director of Operations, Director of Missional Living, Middle & High School aged youth and young adults, families of youth and young adults, and the congregation.

Qualifications: (education, skills, experience and traits)

1. **Required**
 - Post high school education or equivalent work experience
 - Strong initiative
 - Creativity and innovation
 - High energy
 - Ability to connect with youth and young adults, current with age-appropriate trends and pop culture
 - Effective in identifying, equipping, and training leaders of all ages
 - Ability to form meaningful relationships and build a sense of community

- Ability to work with diverse groups
- Effective communicator
- Passionate about ministry
- Ability to plan and carry out the plan
- Strong Biblical literacy
- Ability to respect and preserve confidential information
- Good communication skills in relevant areas, including but not limited to newsletters articles, web sites, emails, and social media
- Ability to effectively use technology, adept with electronic media

2. **Desired**

- At least two years' experience leading a youth or young adult ministry
- Willingness to drive a 15-passenger van or small church bus to transport youth and young adults to events
- Experience living your faith out loud
- Service/mission work experience
- Fundraising experience
- Aware of surrounding community service groups and resources

Duties & Responsibilities

1. **Team Ministry:**

Work with LW Discipleship Team on joint ministry events such as, but not limited to:

- Camp Living Word and Camp Jam;
- Seasonal Worship and Events including but not limited to Advent, Lent, Ash Wednesday, Summer, All Saints, Christmas Eve and Easter;
- Journey to the Cross;
- Blessing of the Backpacks;
- Fall Kick-Off and other events and celebrations;
- Volunteer Leader training annually, with supplementary sessions as needed.

2. **High School & Young Adult Ministry:**

- Develop curriculum for the Youth & Young Adult Ministries, covering a broad range of interests for teens and young adults from different schools and backgrounds.
- Lead and/or facilitate ministry events for youth and young adults, e.g. fellowship, weekly learning, service opportunities, mission trips, fundraising events, whole group activities, small group activities, away-at-college care packages, Skype check-ins with away-at-college members, etc.
- Contribute to the leadership, planning, and implementation of youth and young adult ministry events including development, advertising, and registration.
- Oversee the identifying, equipping, and training of leaders of all ages who work with the youth and young adults.
- Collaborate with the Associate Pastor on transitioning youth to the Young Adult Ministry.
- Encourage youth and young adults to participate in all facets of the life of the community of faith, including worship, choirs, educational opportunities, youth ministries, synodical activities, and service projects, etc.

3. **Confirmation**

- Create and implement communications about Confirmation opportunities including inputs for Connect newsletter and This Week at Living Word ENewsletter.
- Check website and send Media Coordinator updates as necessary.
- Weekly email correspondence to families and confirmation guides.
- Create online registration forms in ShelbyNext, sort registration information and provide needed lists to confirmation guides.
- Collaborate with the Associate Pastor to create large group lessons based on online confirmation curriculum.
- Attend weekend events to provide logistic and administrative support.

- Lead and teach lessons as necessary.
 - Manage Confirmation-specific supply inventory.
 - Create and manage resource library for Confirmation Guides.
 - Organize Confirmation Luncheon and Affirmation of Baptism Service.
 - Manage Faith Statement Projects.
 - Manage Service Hour and Sermon Note Database.
 - Act as sponsor for Confirmation Retreat & Summer Camp.
4. **Milestones Ministry**
- Work with the Associate Pastor and Children's Ministry Coordinator to develop a comprehensive plan for Milestones.
 - Develop opportunities that equip and support parents of all youth as the primary faith leaders in their homes.
 - Oversee the development and execution of milestones from 6th grade to post-secondary.
 - Develop, advertise, and oversee registration for the Milestones.
 - Further develop and teach Milestones for 6th-12th grade students and their parents and young adults.
 - Milestones include but are not limited to 6th – 8th grade Confirmation, 9th grade driver's license, 10th grade stewardship/tithing (1st job), and 12th grade graduation.
5. **Mission and Outreach**
- Promote the fellowship and spiritual connection of youth and young adults to each other and to the congregation using both traditional formats and social media.
 - Develop events that foster fun, fellowship and relationship building amongst youth and young adults.
 - Connect youth and young adults to the greater Lutheran and Christian community by encouraging participation at events in a variety of venues, including church-wide events.
 - Plan for the national high school youth gathering that occurs every 3 years (fundraising and budgeting, travel arrangements, special curriculum, facilitating at the event, etc.).
 - Plan a mission trip for the 2 years between the national high school youth gathering (fundraising, travel arrangements, facilitating during the mission work, etc.).
6. **Administration**
- Manage the disbursement of budgeted funds for the Youth & Young Adult Ministries within the guidelines of the budget and in adherence with the purchasing policies of LW.
 - Provide for the keeping of administrative records needed for future planning. Such records would include but are not limited to: individual fund-raising accounts, files on fund-raisers, attendance records for the various programs, program costs, leader training and participation, service opportunities, beginning and end-of-year celebration expenses, Milestone attendance and expenses, potential beginning of the year interest surveys and end-of-year quality surveys.
 - Maintain regularly scheduled office hours in order to be accessible to youth and young adults, parents, staff, and the leadership of the congregation.
 - Work with appropriate church staff to ensure effective publicity of all Youth & Young Adult Ministries Programming.

This job description is to be used as a guide for accomplishing the church's objectives, and only covers the primary functions and responsibilities of the position. It is no way to be construed as an all-encompassing list of duties. Employment is employment at will.