

YOUTH AND FAMILY COORDINATOR POSITION
(Ages 6th grade – college)
GRACE LUTHERAN CHURCH
LUVERNE, MN
May 2007

OUR MISSION STATEMENT: To encourage a Christ-centered environment of belonging and acceptance, inspired by a personal relationship with Christ; to develop relationships involving youth, families, and the entire church community with a strong foundation rooted in scripture, alive in faith and committed to reaching other for Jesus Christ

QUALIFICATIONS:

Grace Lutheran Church of Luverne, Minnesota is seeking a Youth and Family Coordinator with a mature and active faith in Jesus Christ. This person should have a strong desire to bring youth closer to Christ and coordinate all peoples in using their time and talents. Organization, flexibility and strong leadership skills desired. The YFC needs to have the ability to work as a team with other staff and volunteers and be compatible with the Lutheran Church and its theology and teachings.

Specific qualifications include:

- Ø Training in youth and family ministry, previous experience highly valued
- Ø Bachelor's degree helpful but not required
- Ø Background check will be requested

RESPONSIBILITIES:

- Ø Develop leadership among young people and adults of the congregation
 - Develop a youth committee to oversee the youth ministry
 - Recruit, train and support teams of adults who will help carry out the various youth programs, parental volunteers
- Ø Communicate details of the program to the congregation, church office and pastors

- church bulletin, newsletter, mailings
- ∅ See to it that dates, times, transportation, fundraising and any other details are followed through in advance
- ∅ Be creative in arranging for events and organize opportunities for growth in Christian faith
- ∅ Plan monthly special events, manage fundraisers and handle youth finances
- ∅ Continued development and maintenance of educational faith building activities and programs, especially Confirmation, with a basic understanding of the Lutheran tradition
- ∅ Promote community through fellowship, fun and faith development
- ∅ Promote Christian service through age appropriate and intergenerational service projects
- ∅ Encourage young people to participate in all facets of the life of the church
- ∅ Participate and be visible in community events involving our youth
- ∅ Serve as a resource and a role model to the young people
- ∅ Be faithful in worship and personal spiritual development
- ∅ Maintain regular office hours and be available for counseling, caring and listening
- ∅ Attend weekly staff meetings and monthly meetings of the Parish Planning Council
- ∅ Submit an annual written report and monthly reports to the Parish Planning Council
- ∅ Accountability is primarily to the associative pastor and secondly to the senior pastor

WORKING ENVIRONMENT:

- ∅ Work an average of 20-30 hours a week for 50 weeks per year
Work requires great flexibility including evenings and weekends
Schedules may vary at different times of the year, some weeks more some less
- ∅ Office space, a desk, telephone, computer, email, voice mail, internet access, duplicating services and secretarial support is provided for work related to the position
- ∅ Salary package competitive, details can be negotiated depending on your experience and needs
Annual salary based on experience and education
Part-time position
 - Benefits
 - § Mileage – auto reimbursement
 - § Sick leave – 1 day per month
 - § Vacation – two weeks per year
 - § Paid holidays
 - § Continuing Education encouraged and subject to approval – one week/\$250 per year
- ∅ Performance review 60 days into a 120 days/4 months probation period after employment begins
 - This call may be terminated by either party upon a 30 day written notice
- ∅ Annual performance review