

PART TIME YOUTH MINISTRY COORDINATOR, FIRST LUTHERAN CHURCH, AMERY, WI

JOB DESCRIPTION: First Lutheran Church seeks a professional leader who has a solid understanding of the foundations of the Christian faith and Lutheran tradition, and who has a strong desire to nurture young people in the Christian faith. We seek a person who generates new ideas and programs, and who values a team concept of ministry.

QUALIFICATIONS:

1. Loves the Lord and loves kids.
2. Demonstrates a mature faith in Jesus Christ, a basic understanding and agreement with Lutheran theology and a working knowledge of scripture.
3. Possesses a High School diploma or equivalent. Experience in child development, education, youth ministry, or other related areas is desirable, however, a degree is not required.
4. Good oral and written communication skills. Computer/social networking skills is a plus.
5. Able to perform physical activities related to youth games, projects and activities.
6. Valid driver's license, with a good driving record.

HOURS AND COMPENSATION: This is a year-round, part-time position, working most Wednesday evenings and Sunday mornings. At other times, this position requires great flexibility in hours available for work, including evenings and weekends. While the salary is based upon a projected 20 hours per week, the actual number of hours required during any given week are those needed to fulfill the responsibilities of the position. Furthermore the schedule may vary at different times of the year.

RESPONSIBILITIES:

1. Be a part of the worshipping community of First Lutheran Church on a regular basis.
2. Work as a team with the pastor and the Education and Youth Committees as we develop our youth program.
3. Participate in staff meetings, and Council, Youth, and Education Committee meetings.
4. Maintain a safe and healthy environment for youth to explore their growing relationship with God.
5. Encourage youth to participate in all facets of church life including youth activities, worship, education, choir, synodical activities, Bible camp, service projects, etc.
6. Help recruit and equip volunteers to support the youth ministry, especially our Wednesday and Sunday morning programs, and special events (youth trips/retreats, Rally Day, Christmas program, and Vacation Bible School).
7. Help with intergenerational family events and with resources which enable families to teach faith in the home.
8. Stay in contact with office staff and provide a timely schedule of youth activities. Keep congregation informed of youth events utilizing the newsletters, bulletins, website, posters, mailings and social media.
9. Provide monthly reports for the church council meeting and a year-end report for the annual meeting.
10. Maintain regularly-scheduled office hours to be accessible to youth, parents, staff, and congregation leaders.
11. Keep office staff informed of how you can be contacted. Notify staff prior to all unforeseen absences from regularly-scheduled events, and provide a suitable substitute in the case of anticipated absences.
12. Help with basic record keeping (e.g. attendance, permission forms, sign-ups).
13. Manage the disbursement of budgeted funds for youth ministry within the guidelines of the approved budget and in adherence with the purchasing policies of the church. Help with youth fundraising projects.
14. Work closely with the Amery Area Youth Ministry and Bible camp.
15. Stay informed of synod events, trainings, and continuing education opportunities.
16. Be aware of local agencies that are available to support families in crisis or in need of assistance.

WORKING CONDITIONS: Phone, computer, email, internet access, and secretarial support will be provided by the congregation for work related to this position.

CONGREGATIONAL SUPPORT: First Lutheran values its brothers and sisters who have received a call to support and nurture the faith of our young people. Therefore, on our part we will:

1. Encourage, pray and support you as a leader in this congregation.
2. Support you with a salary package competitive with similar positions in the area, the details of which may be negotiated.
3. Have an annual review/evaluation to help foster communication and our team ministry.

If interested, please send your resume to:

Pastor Tim Bjorge/ First Lutheran Church
PO Box 153, 240 Elm St. W.
Amery WI, 54001

www.flcamery.org
715-268-7135
flchurchamery@yahoo.com



Our Mission is to know Jesus and to make Jesus known. John 17