



## Position Description

### **Spirit of Joy Lutheran Church Mission Statement:**

God has gathered us together to live as God's beloved children, and to:

To **WELCOME** people *into a community of followers of Jesus Christ*;

To **GROW** with one another *in faith and hope in Him*;

To **SEND** out one another as Jesus' compassionate servants in the world.

**Job Title:** Interim Coordinator of High School Faith Formation

**Employment Status:** Part-time, 15-20 hours/week; until such time as Associate Pastor or permanent hire of Coordinator of High School Faith Formation

**Reports to:** Marnie Dahle Backer

**Salary Level:** \$18-22 per hour

### **Position Summary:**

To foster formation of disciples of Jesus and strengthen connections within God's Church, with particular attention to high school-aged youth and their families.

To assist Spirit of Joy as necessary across all facets of mission and ministry.

### **Role and Responsibilities:**

#### **High School Youth**

- Know and nurture the high school youth of Spirit of Joy Lutheran Church.
- Recruit, equip and collaborate with High School Ministry Team of Spirit of Joy to nurture, teach, pray for, and learn from the congregation's high school-aged youth.
- Plan weekly gatherings throughout the program year (September-May) that will include a variety of faith formation, fellowship, and service activities. Equip adult leaders to collaborate in teaching and guiding.
- Attend youth events and regularly meet with youth off the church campus.
- Coordinate a minimum of one high school trip each year, including a three-year rotation of the triannual ELCA Youth Gathering, an outdoor adventure trip, and a mission trip. Recruit high school participants and adult leaders, plan fundraising efforts, and lead most of the trips.
- Collaborate regularly with Spirit of Joy's Lifelong Faith Formation team, staff, and ministry partners to ensure that our youth are welcomed and integrated into the whole of our congregation.
- Communicate with Spirit of Joy's congregation about the joys and happenings of high school ministry. Media may include church website, social media, emails, and postcards.
- Develop and maintain high school youth ministry budget.

#### **Additional Ministry Duties**

- Participate in Bold Service opportunities in coordination with the Lead Pastor
- Assist in planning, leading, and debriefing other Faith Formation events. Ie. Family Fun Nights, Milestone Ministry, Banquets, Children of Joy Openings, Year End Celebrations, Programming Kickoff, Summer Travel
- Participate in the worship life of the congregation including: assisting in worship, leading Children's Messages, operating the livestream, writing the prayers of the people, and "roaming"

- Assist the Office Manager with regular duties
- Assist the Communications Coordinator with social media cultivation and creation
- Serve as the substitute Office Manager
- Other duties as assigned

**Qualifications and Education Requirements:**

- Commitment to serving and growing in relationship with Jesus Christ through regular worship, Scripture reading, and other spiritual disciplines
- Understanding of and respect for the Lutheran tradition of the Christian faith
- Bachelor's degree preferred
- Availability and willingness to work on Wednesday evenings, Sunday mornings, and 2-3 additional evenings per month, in addition to other work and office hours
- Experience and/or training in youth education
- Ability to recognize gifts in others and then invite them into leadership
- Interpersonal and relationship-building skills
- Experience in planning, organizing, and leading large and small group events
- Proficiency in Microsoft Word, PowerPoint, and social media platforms
- Effective written and verbal communication skills
- Successful completion of criminal background check and valid driver's license
- Physical ability to participate in outings and activities

**Terms of Employment:**

**Management Discretion:** The job duties and requirements that this document describes may be altered or supplemented at any time at the discretion of the employer with notification of employee.

**Employment-at-Will:** This document does not create an employment contract, either express or implied. All employment is employment-at-will.

**Interim:** Spirit of Joy enters into employment with this individual during a moment of transition and discernment. The call of an Associate Pastor or a more permanent Coordinator of High School Faith Formation may necessitate the termination of the employment relationship.

**Additional Notes:**