



Zion Lutheran Church

Christian Youth and Family Ministry Coordinator :: High School - Adult

Job Description

:: POSITION DESCRIPTION ::

The Christian Youth and Family Ministry Coordinator :: High School - Adult (CYFMC :: HS-A) is a full time position that provides vision, leadership and coordination for ministries related to cross-generational family faith formation ministry. Cross-generational family faith formation recognizes that faith is most effectively taught in the home, with the church supporting, strengthening, and guiding children, youth, families, and all adults on their faith journeys. The core of this ministry is building and strengthening relationships between believers and Jesus; while affirming and supporting relationships among believers and their peers, significant mentors, parents and children, and the Church as an extended Christian family. The Youth and Family Ministries of Zion will be integrated into the life of the congregation, connecting all generations on their faith journey and preparing them for a life of witness and service. This position particularly focuses on high school age men and women and adult age men and women.

:: GENERAL EXPECTATIONS ::

- + Strong commitment to the Gospel of Jesus Christ and comfortable sharing faith in Christ with others.
- + Possesses a genuine love for children, youth and their families.
- + A coordinator, not just a doer.
- + A mature person with strong leadership, organizational and communication skills. Able to relate to a wide variety of people; both in individual and group settings.
- + Understands ministry as a team and as a part of the overall life of the congregation.
- + Passionate about mentoring and fostering growth in youth leadership.
- + Understands and committed to Lutheran theology and tradition.
- + Meets all background check requirements; specified by Zion's "Safety First for Youth" policy.

:: COMPETENCIES ::

- + Able to recruit, train, support, and affirm volunteers.
- + Strong organizational and administrative skills.
- + Strong oral and written communication skills. Uses proper mediums for best communication (email, phone calls, letters, face to face conversation).
- + Comfortable using Microsoft Windows-based operating systems and Microsoft Office Suite software (Word, Excel, PowerPoint, Outlook).

:: DESIRED EDUCATION AND SKILLS ::

- + Bachelor's Degree.
- + Experience and/or training in youth and family ministry or prior experience in congregational ministry
- + An understanding of cross-generational family faith formation ministry.

:: DUTIES AND RESPONSIBILITIES ::

Work in cooperation with pastoral staff, CYFM staff, and team/committee members to create, validate, and sustain a comprehensive vision for youth and family ministries focused on cross-generational family faith formation at Zion Lutheran Church. This will include but not be limited to the following vision ideas:

- + Visioning and Ministry Architecture Structure (Age specific for each CYFM position)
 - + High School
 - + Encourage faith formation in the home.
 - + Familiarize parents with stages of faith development.
 - + Provide opportunities for parents and adults to:
 - + Support small group ministries with high schoolers.
 - + Learn stages of faith development via classes/events.
 - + Work with youth programs/activities to encourage all high schoolers in faith formation.
 - + Develop creative education, fellowship and service ministries for high schoolers and their families, including but not limited to Sunday ministries (School for Faith, mission opportunities, small groups, retreats, etc.).
 - + Work with appropriate teams/committees to determine curricula for ministries.
 - + Prepare volunteers for serving: recruiting, training, providing materials and appropriate environments, resources, etc.
 - + Identify and develop high schoolers gifted for leadership and mentor roles.
 - + Encourage high schoolers to fully participate in the life of the church through the sharing of their gifts (attend congregational events, usher, serve communion, read Scripture in worship, share musical talents, technology, choir, etc.).
 - + Adult
 - + Encourage faith formation in the home.
 - + Work with the CYFM staff to provide equipping seminars to teach adults, of all ages and gifts, about their significant role in the life of Zion's youth and how they can share Jesus with them (Passing on the Faith Huddles).
 - + Develop creative education, fellowship and service ministries that promote and encourage lifelong learning for adults and full participation in the life of the church. This involves developing partnerships with other committees at Zion (Fellowship Committee, Stewardship Committee, etc.).
 - + Provide ample opportunities for mentoring roles.
 - + Provide ample cross-generational opportunities, working with other CYFM staff and committees (Lent Family Gathering, Advent Family Gathering, etc.).
- + General
 - + Identify people gifted for cross-generational family faith formation ministries. It is the responsibility of the CYFMC to recruit, train, and support volunteers for ministry, not do all the work.
 - + Ensure that volunteers meet all Zion's "Safety First For Youth" requirements.
 - + Ensure that volunteers are affirmed and appreciated for their role in Zion's ministry.
 - + Create a yearly calendar for educational, fellowship and service ministries for high schoolers, their families, and all adults in the congregation.
 - + Annually formulate with respective teams/committees budgets for faith formation ministries; and track spending throughout the year.
 - + Oversee the administrative details of events (registration, transportations, permission slips, publicity, etc.).
 - + Help maintain and expand the cross-generational family faith formation informational repository.
- + Coordinate CYFM Staff
 - + Ensure (coordinate/plan/etc.) the training and continuing education opportunities.

- + Coordinate the planning, training, and support roles offered to parents, volunteers, and mentoring adults, as provided by the CYFM staff.
- + Serve as liaison with other congregational committees to provide continuity throughout ministries and programs at Zion.
- + Facilitate a team-orientated environment.

:: ACCOUNTABILITY ::

The CYFMC :: HS-A will be considered a staff member of Zion Lutheran Church and work in cooperation with all others involved in the ministry of the congregation. The CYFMC :: HS-A will work under the supervision of the Pastoral Staff and the Church Council, reporting to the Youth and Family Ministry Team (Youth and Education Committees combined).

:: CONGREGATIONAL SUPPORT ::

- + The CYFMC :: HS-A is encouraged to find a mentor from among the congregation's adult members. The mentor can provide personal support, encouragement, spiritual mentoring and guidance. (Pastors can offer suggestions to identify potential mentors.)
- + The staff of Zion Lutheran will work as a team supporting, encouraging, and mentoring one another. Regular staff meetings, bi-annual staff retreats, and other events are a vital part of staff communication and team building.

:: EVALUATION ::

- + Zion's Policies and Procedures Manual will outline the specific evaluation process for the CYFM staff. Any revisions or updates to the process will be made in that manual (Section 4).
- + A probationary period of 180 days will commence on the first day of employment. An evaluation by the Pastoral staff and the Youth and Family Ministry Team will be given at 90 days and 180 days.

:: COMPENSATION AND BENEFITS ::

- + Zion's Policies and Procedures Manual will outline the specific compensation and benefit package available to the CYFMC :: HS-A. All updates will be made in that manual (Section 4).
- + Salary will be determined based on education and experience. Medical/dental insurance and pension are negotiable. Paid vacation, holiday and sick leave days, as well as continuing education will be provided. Specifics to be outlined at the time an offer is extended.

:: APPLICATION PROCESS ::

- + To apply please submit a cover letter, résumé, application for employment (available at www.zionkent.org), with professional and personal references to the church office. Either drop off in the office, send in the mail, or email PDF versions of each document.
 - + Sharon Skiba :: sskiba.zionkent@comcast.net
 - + 25105 132nd Ave SE, Kent, WA 98042
 - + Reference the CYFM :: HS-A position
- + Accepting applicants until position is filled.