



Position Description: **Youth Ministry Program Coordinator**

The Youth Ministry Program Coordinator will provide vision and coordinate and sustain opportunities for youth and their families to grow in faith and share God's love. In collaboration with other staff and volunteers, the Youth Ministry Program Coordinator will facilitate opportunities for the entire congregation to be in ministry with youth and their families. This leadership role works primarily with youth (6th-12th grade) to support an intergenerational ministry that strives to build lasting faith through worship, connecting, spiritual growth and serving together.

Primary Functions:

1. Building and carrying out youth ministry at Farmington Lutheran Church (FLC), with specific focus on:
 - Event Coordination for all FLY (Farmington Lutheran Youth) (grades 6-12th)
 - Senior High (9-12th grade) ministry programming
 - Communicating new and ongoing opportunities with youth and families
2. Volunteer recruitment and coordination within FLC pertaining to youth programming and events
3. Fostering collaboration and community with Farmington Lutheran staff, members, and broader community for developing and growing youth ministry at FLC

Key Accountabilities:

1. Ministry & Faith Formation

- a. Lead Farmington Lutheran Youth (FLY) programming faithfully with the wider involvement, participation, and support of Farmington Lutheran Church.
- a. Engage, invite, and support FLC youth, recognizing and affirming diversity and inclusiveness.
- b. Develop & Grow Senior High ministry via regular programming.
- c. Organize & Lead FLY events (e.g., talks, retreats, service projects, social gatherings, etc.)
- a. Engage families in programs, recognizing that youth faith formation is family faith formation.
- d. Communicate Effectively to youth and families; utilizing email and social media skills.
- e. Lead and teach occasional Pre-Con and Confirmation programs, partnering with Pastoral Staff.

2. Engaging Volunteers.

- a. Maintain and Consult with a Youth Team, for ideas, feedback, and accountability.
- b. Assist in identifying, recruiting, and training youth and adult volunteers for FLY ministry.
- c. Build family engagement by encouraging regular volunteering and participation.
- d. Seek and encourage mentorship opportunities between senior and junior high youth, and adult mentors for students seeking Affirmation of Baptism (Confirmation).

3. Building Healthy Relationships

- a. Support FLY activities and events outside of FLC as able (e.g., sports, arts, school events)
- b. Maintain and demonstrate healthy boundaries with youth and program participants.
- c. Contribute to collaborative, team-oriented staff culture with willingness to help across lanes.

4. Other

- a. Attend weekly staff meetings, and FLC staff development opportunities.
- b. Propose an annual youth budget and operate within budgeted resources.
- c. Engage in ongoing educational opportunities pertinent to youth ministry.
- d. Maintain regular office hours on-site.
- e. Other duties as discussed and assigned by supervisor.

Position Qualifications:

1. Bachelor's degree (or equivalent experience) required; preference for focus in Youth & Family Ministry.
2. A minimum of two years of experience working with youth (6-12th grades).
3. Strong organization skills and the ability to plan, convey, and enact faith formation events and programming.
4. Ability to work independently, take initiative, seek answers to questions, and self-direct time.
5. Flexibility in working hours, including regular evenings, most Sundays, and attendance at events.
6. Effective and clear verbal and written communication skills.
7. Strong collaboration skills and the ability and willingness to work as part of a larger team.
8. Knowledge in Microsoft Office and other digital platforms.
9. Faith Foundation: Lutheran background is not required, but a successful candidate must be in agreement with the standards, theology and policies of the Evangelical Lutheran Church in America (ELCA) and Farmington Lutheran Church.
10. Successful background check.

Shared Expectations of all Farmington Lutheran Staff:

All employees of Farmington Lutheran Church are expected to demonstrate open hearts, growing minds, and faithful spirits as they enthusiastically share their gifts and the gifts of others. Each employee is expected to embrace the spirit of Farmington Lutheran Church ministry with a supportive perspective and have a personal theology consistent with our Christian heritage and traditions. These expectations will be demonstrated through maintaining strict confidentiality and discretion while relating with others in a courteous, respectful and compassionate manner and contributing to build a positive, team environment.

Working Conditions and Physical Demands:

Office environment with occasional lifting of over 40 pounds. Duties may require sitting and viewing screens for extended periods of time. Adequate vision, hearing in normal range required for interacting with others.

Salary/Schedule/Hours

This is a part-time, non-exempt position with variable hours, including evenings and weekends, of up to 30 hours per week.

Reporting Structure

Supervised by the Pastor of Intergenerational Ministries.