



# St. Paul Lutheran Church

Striving to mirror Christ in word and action by reaching out to serve others!

## Youth and Family Coordinator

### **Introduction:**

St Paul Lutheran Church (SPLC) is seeking an enthusiastic, creative and energetic individual for a position leading our Youth and Family Ministries. The Youth and Family Coordinator (YFC) will be responsible for designing programs that engage, guide and mobilize the gifts of others to develop multi-faceted programming that includes spiritual formation, education, mission, service, fun and outreach. This position will require flexible hours including Sunday morning worship, weeknights, weekends, and potentially full weeks for retreat/mission trips. Candidates will have a heart for youth, a passion for Christ, a faith perspective in agreement with the teachings of the ELCA Lutheran Church that includes both a personal and social understanding of faith, an awareness of the struggles and faith questions of modern youth and young adults, and create a safe space of inclusion and diversity.

### **Desirable Qualifications/Experience:**

Bachelor's degree, or enrolled in a comparable program, or possess equivalent work experience preferably in Christian Education, youth ministry, sociology, elementary or secondary education, theology or child development. Valid California Driver's license.

### **Representative Responsibilities:**

#### Relationships:

- Initiate, build and maintain meaningful relationships with youth and families including: supporting youth outside of church through visits, attending school events, cards, text messages/phone calls, follow up when youth are absent from church
- Encourage intergenerational relationships within church and the integration of the youth into all aspects of our faith community.

#### Volunteers:

- In conjunction with staff, review training and compliance of our Safety Policies and confirm that all adults working with youth have completed training and have submitted background checks
- In conjunction with staff and lay-leaders, create and sustain a culture where new and existing volunteers are supported, encouraged, appreciated and recognized. Continually recruit new volunteers.

PO Box 5703 ~ 111 W. Las Palmas Drive ~ Fullerton ~ California ~ 92838-5703  
phone: 714-879-8290 ~ fax: 714.879.5907 ~ [www.stpaulfullerton.org](http://www.stpaulfullerton.org)

Communication and Administrative:

- Identify and continually re-evaluate the most effective means of communicating youth events and information such as: social media, email, print, newsletters, phone calls/texts, etc.
- Network with other youth ministry coordinators and leaders in our area
- Assist with preparation of annual budget for programs and events
- Provide monthly updates to council

Ministry:

- Assist in the growth of the youth, family and young adult program by creating a ministry that is inclusive of diverse individuals, where everyone feels safe, welcome and supported.
- Challenge students to express their doubts and explore their faith while encouraging ongoing faith development
- Be a present and engaged participant in worship and events
- Educate, lead and challenge all adults to be actively engaged with the youth program
- Work collaboratively with the Lead Pastor and Education committee/teachers to select, evaluate, plan and adjust Sunday school, Confirmation and VBS curriculum as needed. Identify education opportunities/lead classes for high school and young adult groups.

Programs /Events:

- Assist with the planning, and participate in an annual calendar of programs, activities, service projects, retreats and mission trips
- Collaborate with lay-people to incorporate occasional all-church intergenerational events and activities

*This job description outlines the general duties of the position. It is not expected that all of these duties will be able to be accomplished within the assigned hours, therefore, after hiring, we will meet with the candidate to prioritize crucial areas of focus, and continually review and re-evaluate as necessary.*

**Application Process:**

Please submit a resume and cover letter, along with the attached application for employment and send to St Paul Lutheran Church. Applications must be received by August 31, 2020, and interviews will take place shortly thereafter. You may email, or mail your application materials to:

St Paul Lutheran Church  
PO BOX 5703  
Fullerton, CA 92838-5703  
[stpaulfullerton@gmail.com](mailto:stpaulfullerton@gmail.com)