

# Youth Ministry Coordinator — High School

Trinity Lutheran Church  
1314 E Lexington Blvd  
Eau Claire WI 54701-6434  
Phone 715.832.6601 Fax 715.832.6700  
www.trinity-ec.org

*Together in Christ we: \*Grow in faith \*Serve in Love \*Lead in Peace \*Live in God's Promise.*

## Introductory Statement

Trinity Lutheran Church has a strong tradition of ministry with youth. Partnering with youth and their families, Trinity Lutheran Church strives to nurture and develop the faith of our youth in the God of grace that we know in Jesus Christ. We hope to create disciples who are committed to life-long worship, learning, and service to God through the Church. To accomplish this goal we strive to provide opportunities which address four components in ministry with youth and their families. They include:

- Education
- Belonging
- Relationship
- Service/Leadership Development

## Qualifications

The Youth Ministry Coordinator for High School Youth (Grades 9–12) must have a sense of call and passion for ministry with youth that is grounded in an appreciation for youth and their importance to God and the church. A spirit of enthusiasm and ability to communicate and engage with adults and youth is essential. This person must be a team player and able to work cooperatively with the Youth Ministry Leadership Team.

### Specific qualifications include:

- demonstrated leadership, communication, and organizational skills.
- willingness to learn and be mentored and guided by adults with experience and skills in youth ministry, education, and leadership.
- resilient and persevering spirit that is not easily discouraged or frustrated.
- desire to be a team player who works well with adult volunteers, parents, and staff.
- education beyond high school.
- confidence to engage adults and parents in Youth Ministry.
- personal aptitude for spiritual, emotional, social, and physical wellness.
- attitude of flexibility and adaptability in reaching a changing population.
- sense of humor and energetic personality.

## Description of Responsibilities

### Primary Responsibilities:

- Work as a member of the Trinity Youth Ministry Leadership Team (YMLT). The YMLT meets weekly to prepare for upcoming events and review all activities of Trinity Youth Ministry. The structure of the team includes: Youth Ministry Coordinator for High School (15 hours), Youth Ministry Coordinator for Middle School (15 hours), and Associate Pastor working with Youth Ministry (15 hours towards Youth Ministry)
- Work together with YMLT to develop a wide-array of adult volunteers to be engaged in broad-based Youth Ministry. The goal is to have dozens of AAA adults (available, affirming, authentic) engaged with youth. This will require communicating what is needed, training, and providing on-going support and encouragement to adult volunteers.

- Coordinate and facilitate Wednesday evening Club 9 confirmation for 9th graders (September–April) along with the pastors who will be the teachers. This involves record keeping and preparation for Wednesday evenings, along with contact with families.
- Coordinate communication (e-mail, Sunday announcements, website) for Club 9 and high school activities with the office staff.
- In cooperation with the YMLT and Youth Committee, plan and provide regularly a mix of service, mission, fellowship, and learning activities that will engage youth/AAA adults/parents.
- Work with the YMLT and other staff to oversee a summer trip. This will include pre-trip organizational meetings with youth and parents, team building opportunities for trip participants, and coordinating fundraising opportunities with youth and parents.
- Partner with YMLT and Crossword Band Director to coordinate Crossword Youth Band rehearsals and worship on Wednesday evenings.
- Partner with the YMLT to oversee and administer the Sunday morning activities at Trinity (Teen Study, donuts, fundraisers).
- Attend regular meetings of the YMLT and Youth Committee. Partnership and coordination with these adults and youth is key to the planning, facilitating, and leadership of all aspects of this position’s responsibilities.
- Other duties as directed by Associate Pastor and YMLT.

**Secondary responsibilities:**

- Participate and offer shared leadership with the YMLT, Youth Committee, and parents/adults in youth fundraisers.
- In cooperation with the YMLT, foster communication with the larger Youth Ministry community by attending local Youth Ministry meetings and, at your discretion, participating in Synod Youth Leader meetings.
- Reach out to all senior high youth by working to meet them, connecting them with AAA adults, and engaging them in ministry opportunities.
- Promote and engage Trinity youth (middle school and high school) in area and synodical events. With the YMLT and Youth Committee, this will involve recruiting other adults to join in these events to provide relational development and oversight at the events.

**Support and Accountability**

You will be supported in your work by the Pastors, YMLT, and Youth Committee. Your direct supervisor will be the Associate Pastor connected to Youth Ministry. The YMLT, Youth Committee, and the Pastor will help you with ideas and suggestions and assist you in developing and advancing a broad-based ministry with youth marked by partnerships and cooperative efforts by dozens of AAA adults and youth leaders. Opportunities for continued education and ministry support will be available.

**Employment Information**

The employment classification is part-time limited with anticipated hours to be approximately 15 hours per week recognizing that the amount of time each week may vary depending on the season of the year. The position requires regular office hours in addition to flexibility in hours available for work with youth and volunteers. Mileage reimbursement is available for miles driven during Youth Ministry events.