**FIRST ENGLISH LUTHERAN CHURCH**

**Youth and Family Ministry Coordinator Position Description**

Youth and family ministry is an integral part of the life of this parish. Under the leadership of the Pastor and the Education and Youth Committee, the Youth and Family Ministry Coordinator (YFMC) exercises an important ministry that reaches out to the staff, volunteers, children and youth, parents, families, members of the congregation, and the community. Within the framework of 15-17 hours per week, the YFMC:

* + works with the Pastor, Staff, Education and Youth Committee, and lay leaders to oversee children’s, youth and family ministries.
  + directs, coordinates and provides support for the Sunday School and other educational ministries and programs for children and their families. This support includes identifying, nurturing and training coordinators, teachers and assistants, and coordinating special programs such as the Christmas program and summer programing.
  + develops a relational ministry with the youth of FELC and provides for the ongoing support for youth ministry in grades 7-12. Youth ministries should include service, social, and educational activities to help nurture faith and a sense of belonging. Identify, nurture and train volunteers to serve as youth advisors.
  + attends weekly staff meetings, attend monthly Education and Youth Committee meetings, and work with Pastor and committee to establish goals for education, youth and family ministries.
  + works with staff, volunteers, and committee to ensure coordination and integration of education, youth and family ministries in the life of the congregation.
  + recommends and oversees activities and programs to promote relational youth ministries that will address the diverse needs of youth, including fellowship, learning and service. Encourage senior high youth to help plan and implement youth ministries.
  + maintains good communication with youth, including but not limited to telephone, e-mail, postcards, bulletins, newsletters, church website, and social media.
  + Identifies, recruits, and trains Sunday School coordinator(s) and teachers (age 4 through 6th grade) and adults to serve as youth advisors. Provides support and resource materials as needed.
  + sees that all volunteers who work with children or youth go through the Parish Protection program and have background checks.
  + works with Pastor and confirmation leaders to plan at least 2 or 3 social events for 7th and 8th graders each year.
  + Identifies, recruits and trains coordinators, teachers and assistants (as needed) for the summer programming and other special programs (Christmas program, etc.)
  + plans and leads graduating high school seniors’ and families’ breakfast each spring.
  + works to welcome University students to FELC.
  + if necessary, selects, in conjunction with Pastor, Sunday School coordinators, and committee, Sunday School curriculum; orders and distributes in timely manner.
  + maintains up-to-date pupil records and supplies to church office manager at the end of each month.
  + promotes ministries and activities through telephone, e-mail, postcards, bulletins, newsletters, church website, social media, etc.
  + assists Education and Youth Committee in preparing annual budget and annual report.
  + reports monthly income and expenses to the Education and Youth committee and Pastor.
  + **maintains confidentiality of discussions and information at all times.**
  + Finally, to grow in this important congregational role, the YFMC is expected to participates in relevant professional development opportunities.