



# GOOD SHEPHERD

## LUTHERAN CHURCH

### COORDINATOR OF CONFIRMATION AND YOUTH MINISTRY

**Title:** Coordinator of Confirmation and Youth Ministry  
**Position Type:** At Will, Part-time (20 hours per week)  
**Compensation:** \$13.00-\$15.00 per hour

#### Overview:

The Coordinator of Confirmation and Youth Ministry provides dynamic leadership and oversight of Confirmation and Youth Ministry to equip our youth to grow in their relationship with Christ and encourage them in their walk of faith.

#### Classification and Accountability:

This position is an at-will, part-time position of up to 20 hours per week which includes both nights and weekends. Hours are flexible with Confirmation classes running on Wednesday evenings.

#### Responsibilities:

- Essential Functions:
  - Coordinate all aspects of Confirmation for youth including teaching confirmation classes with the Pastor.
  - Ensure youth attendance and participation in church services: readers, ushers, communion, music, power point, camera, etc.
  - Plan and implement all youth meetings, groups, retreats, and events including but not limited to: completing and submitting all necessary forms, budget, and fundraising plans.
  - Create opportunities for the youth to have presence and service within the community.
  - Recruit and train volunteers to support Youth Ministry and Confirmation to ensure adequate volunteer support and adult-to-youth ratios.
- Organization:
  - Develop goals and objectives on an annual basis.
  - Review curriculum for Confirmation program on an annual basis.
  - Create a calendar to be maintained and distributed which includes class schedules, events, and activities.
  - Make certain all events and activities are well publicized.

- Provide monthly article for The Voice Newsletter and annual report on Confirmation and Youth Ministry activities for Annual Reports/Annual Meetings.
- Work with Treasurer/Finance Committee to prepare Confirmation and Youth Ministry budgets.
- Coordinate fundraising activities that support Confirmation and Youth Ministry as needed.

**Collaboration:**

- Attend and participate in related committees, ministries, and staff meetings of the Church.
- Uphold and support the vision and mission of Good Shepherd Lutheran Church.
- Participate and contribute to church life through community, worship, teaching, and outreach.
- Recognize ministry boundaries while developing a team approach with parents and confirmation guides/volunteers.
- Continue personal faith development and professional development through learning opportunities at the church, through the ELCA, or community.

**Requirements:**

- Faithfully represent the teachings of the ELCA with integrity in word and action.
- Ability to work independently and collaboratively in a team setting and environment.
- Ability to design curriculum and develop programs.
- Ability to multi-task while paying attention to detail.
- Ability to work with all ages.
- Ability to travel for Confirmation and Youth Ministry events and mission trips.
- Strong organizational skills; verbal/written/computer skills.
- Proficiency in Microsoft Office and social media management.
- Valid Driver's License.
- Submit to a background check to be approved by Good Shepherd Lutheran Church.
- Adhere to Good Shepherd Lutheran Church Children, Youth, and Vulnerable Adult Protection Program.

**Job Evaluation:**

The Coordinator of Confirmation and Youth Ministry serves at the discretion of the Church Office Manager, Senior Pastor, and Parish Education Committee. Compensation is reviewed annually and includes an annual performance review.