

St. John's Lutheran Church Job Description

Faith Formation Coordinator – 2021

Title

Faith Formation Coordinator

Reports To

Senior Pastor or as Designated by Senior Pastor

Job Overview

The Faith Formation Coordinator serves St. John's Lutheran Church by building relationships with youth (kindergarten through high school) and their families. While building long-term youth ministry goals with Church Pastor(s), the Faith Formation Coordinator also facilitates youth ministry by leading faith-centered worship activities such as seasonal celebrations, youth-inspired events, Confirmation, and other services. his role facilitates worship services by mentoring new acolytes and crucifers, introducing youth to various activities within the services including Children's Service, lecturing, greeting, and ushering. This individual will develop working relationships with leaders and working groups within the Church including the Senior and Associate Pastors, Minister of Music, Church staff, Council, and several functioning teams.

Responsibilities and Duties

Support teaching and/or worship events related to the Christian year.

- Advent (December)
- Lent (February or March)
- Pentecost (summer or early fall)
- Reformation or All Saints/Christ the King (October or November)
- Additional events as requested

Communicate with Parents, the Church, Church Leaders, and Church Staff

- Share plans, timelines, resources, etc., with leaders, parents and others as needed
- Communications including email, church bulletins, newsletters, social media, etc.
- Partner is St. John's staff to accomplish goals and tasks as needed

Plan, organize, and/or assist with special events including

- Confirmation Classes in partnership with Pastors
- Vacation Bible School (when indicated)
- Youth gatherings including
 - All-TN, All-GA, Lutheridge, and other ELCA-sponsored events
 - Special events, movie outings, picnics adventures, "Lunch Bunch", etc.
 - Overnight trips are occasionally required
- Flowering of the Cross on Easter Sunday
- High School Reveal, graduation events
- Other special events as requested

Partner with the Associate Pastor to enhance worship service experiences for youth

- Facilitate youth-led roles in everyday worship
- Mentor and support acolytes and crucifers, ensure continued presence
- Facilitate/lead Children's Service as needed
- Other projects and activities as requested

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Maintains Relevance and Awareness of Today's Youth

- Participates in ELCA-SES Youth Ministry Network
- Participates in Annual ELCA Youth Ministry Extravaganza
- Stays familiar with current events and technology affecting youth and parents

Qualifications

- Training in Youth Education with a progressive theological understanding of grace, worship, sacrament, discipleship, baptismal call ministry, etc.
- Has a working knowledge of the basics of faith formation: prayer, worship, scripture study, service, spiritual relationships, and investment of spiritual gifts.
- Has excellent people skills; is approachable and friendly.
- Is accessible, responsive, and flexible in handling the changing needs of the projects/events at hand, people involved, and the church.
- Is reliable and well-organized; has a penchant for planning successful events.
- Is highly proficient with technology used by today's youth including mobile cell phone/apps, various social media platforms, upload/downloading/sharing photos, texting, etc.
- Must have knowledge of church activities and be able to coordinate seasonal events.
- Is able to recognize and maintain private and/or confidential information.
- Must function both independently and as part of a group/team.
- Is proactive and takes initiative.
- Understands the challenges faced by today's youth and high school students.
- Is able to recognize a critical situation and take appropriate action.
- High School Diploma or equivalent

Physical Requirements

- Must be able to bend, squat, stand/sit for extended periods of time
- Must be able to walk and push/pull objects
- Must be able to reach above shoulder level
- Must possess manual dexterity
- Must perform light lifting to 25 pounds

Status

Part-time, non-exempt 20 hours per week