Coordinator of Youth Ministries  
Cross of Life Lutheran Roswell & Prince of Peace Lutheran Johns Creek

Supervisor: Pastor Terri Stagner-Collier (COL) and Pastor Kevin Martin (PoP)

Position Purpose: To plan and execute joint events for the youth of COL and PoP and provide mentorship to the youth as they face life in Middle School and High School.

Primary Responsibilities:

1. Plan, publicize, recruit adult support for, and implement three events per month for the youth of COL and PoP. In months with larger Synodical (regional) events, fewer events are appropriate.

2. These events should include opportunities for fellowship, for discipleship, and for service.

3. Coordinate a joint Confirmation program with support from the pastors and lay teachers.

4. Be generally available to the youth for relationship building and conversation via phone, text, etc.

Secondary Responsibilities

1. Work in coordination with both congregations, providing updates on planning and direction via staff meetings, meetings with the pastors, council meetings, calendar coordination or some combination thereof.

2. Follow all Policies and Procedures as outlined in “Preventions of Child Abuse.”

3. Attend worship at both congregations in turn to provide a presence and encouragement of youth ministry.

4. Be available to attend Synodical youth events, which may include weekend (2-3 times annually) or weeklong (once annually) events.

5. As much as possible, attend the monthly Atlanta Area Youth Workers meetings for peer fellowship and information sharing.

Working Conditions

The position of Coordinator of Youth Ministries requires great flexibility in hours available for work, including evenings and weekends. The position is contract based and centered around enacting events for the youth. The actual number of hours required during any given week or month are those needed to fulfill the responsibilities of the position. Furthermore, it is recognized that the schedule may vary at different times of the year.

It is therefore understood that the Coordinator of Youth Ministries shall:

1. Maintain some regularly scheduled office hours in order to be accessible to youth, parents, staff and the leadership of the congregation.

2. Keep the church office informed of changes to said hours.

3. Notify the supervising pastors prior to all unforeseen and untimely absences from regularly scheduled events and provide a suitable substitute leader in the case of anticipated absence.

Office, computer, email, Internet services, and administrative support is provided by the congregations for work related to this position.
Given the natural ebb and flow of the church and school calendar, there will be “down time” during which the Coordinator may take time away. This will be in compensation for additional hours worked in other seasons.

**Qualifications**
The Coordinator of Youth Ministries plays a major role in the faith development of the younger members of the church, both as a leader, and as an example. We seek an energetic leader who has a solid understanding of the foundations of the Christian faith, Lutheran tradition and who has a strong desire to nurture young people in the Christian faith. We seek a person who generates new ideas and programs and a person who values a team concept of ministry. Previous experience is desired but not strictly required.

**Congregational Support and Compensation**
We promise to provide support to your ministry and leadership in the congregation, and to that end we will:

1. Provide an encouraging working environment, pray for you, and support you as a leader.
2. Provide compensation of $2,000 monthly and reimburse cell phone costs at $40 monthly.
3. Provide for program costs for the Coordinator’s participation.
4. Arrange for opportunities for continuing education in youth ministry.

**Contract Length**
This contract will be reviewed annually by both congregations, with the possibility of renewal if all parties agree.