



St. Paul's Evangelical Lutheran Church (Stoverstown)
 4767 Lehman Road
 Spring Grove, PA 17362
 Website: www.stpaulslutheranstoverstown.org

Job Description

Job title:	Youth Fellowship & Education Coordinator		
Position holder:	(Employee Name)		
Superior: <small>(job title)</small>	Youth Fellowship & Education Committee		
checked & released: <small>(name of superior)</small>	(Committee Member Name)	Date:	

Aim and purpose of this position <small>(short summary)</small>	
<p>This role is a part time position with St. Paul's Lutheran Church Stoverstown as a Youth Fellowship & Education Coordinator. The purpose of this position is to coordinate activities and lead the youth of this church in fellowship and Christian education that is aligned with ELCA theology. Create a positive learning environment that is safe and structured. Challenge the youth to respond to God's call to serve in their communities and in the world.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Youth Fellowship and Education • Vacation Bible School • Youth Group 	

1. Tasks and responsibilities

1.1 Planning Tasks		60 % <small>(time in % for 1.1)</small>
Youth Fellowship	<ul style="list-style-type: none"> • Assist with the selection of the Youth Fellowship curriculum • Ensure there are adult volunteers to help each week (in accordance with the child protection policy) • Prepare crafts and games as needed to support the curriculum, including acquiring the necessary supplies or implements, keeping within the churches spending and budgetary policies • Plan for and acquire snacks as needed, keeping within the church's spending and budgetary policies • Plan an Easter program for the children to perform for the church on Easter Sunday 	
Vacation Bible School	<ul style="list-style-type: none"> • Act as a liaison with our sister church in developing the VBS Curriculum • Recruit volunteers to help with VBS including set up, tear down, snacks, teaching, games, etc. • Prepare and distribute communications or announcements about VBS 	
Youth Group	<ul style="list-style-type: none"> • Plan 3 Youth Group events per year to engage the youth in extracurricular activities • Prepare and distribute communications or announcements about the events • Participate in planning the Easter Egg hunt which is hosted by the Youth Group 	

1.2 Coordination & Leadership Tasks		30% (time in % for 1.2)
Youth Fellowship	<ul style="list-style-type: none"> • Lead Youth Fellowship weekly during the regular Sunday worship service time from September to May- except the first Sunday of the month which is Youth Sunday. (On Youth Sunday the children participate in the church service.) • Communicate with parents about children's learnings, successes, and behavior • Create a safe, effective, and structured learning and fellowship environment • Practice the Easter program with the children during the fellowship time leading up to Easter Sunday 	
Vacation Bible School	<ul style="list-style-type: none"> • Coordinate VBS youth registration for the church • Take a Leadership role during VBS week 	
Youth Group	<ul style="list-style-type: none"> • Lead 3 Youth Group events during the year • Take a Leadership role at the Easter Egg Hunt (hosted by our Youth Group every other year) 	

1.3 Administration Tasks & Responsibilities		10% (time in % for 1.3)
Child Protection Policy Clearances	<ul style="list-style-type: none"> • Obtain all required clearances for employment before start date. • Learn the St Paul's child protection policies and adhere to them • Ensure that events are aligned with the child protection policy • Ensure that the volunteers used already have the necessary clearances (Clearances are handled by the child protection committee and volunteers must be used from the list of cleared individuals) 	
Budget	<ul style="list-style-type: none"> • Track expenses to ensure spending is within budgeted amounts • Follow the purchasing policies of the church 	
Meetings	<ul style="list-style-type: none"> • Attend meetings of Youth Fellowship and Education committee to engage with the committee and report on events, issues, needs, etc. 	
Time Management	<ul style="list-style-type: none"> • Track time spent on tasks and report monthly to the Youth Fellowship & Education committee. 	
Record Keeping	<ul style="list-style-type: none"> • Maintain records of youth attendance and volunteers at events • Maintain contact information for the families of the youth members • Maintain records of registrations, permission slips or other approvals as needed 	
Delegation	<ul style="list-style-type: none"> • Delegate tasks to others as needed 	

Requirement profile of the position

2.1 Professional/Volunteer Experience	must (x)	beneficial (x)
1+ years of experience working with children	x	
1+ year experience in education		x
1+ year experience in leading youth worship	x	

2.2 Education (school education, academic studies, professional education etc.)	must (x)	beneficial (x)
College Degree		x
High School Diploma	x	

2.3 Functional Knowledge

Functional qualifications (knowledge, skills and abilities for fulfilling daily tasks)	must (x)	beneficial (x)
Creating a Lesson Plan		x
Access to Reliable Transportation	x	

IT skills	must (x)	beneficial (x)
MS Office		x

2.4 Core competences + further skills	must (x)	beneficial (x)
Youth Leadership – 1+ years experience in any setting	x	
Innovation and Change		x
Leadership	x	
Communication and Co-operation	x	
Diversity	x	
Reliable	x	
Creative	x	
Presentation and facilitation skills	x	
Team player	x	
Assertiveness		x
Organized	x	
Ability to uphold the Vision and Mission of St Paul's Lutheran Church	x	

Additional information/notes
<p>St Paul's Lutheran church will provide to the best of its ability:</p> <ul style="list-style-type: none"> • Training and Orientation • On-site workspace • Wifi access on site • Access to a copier • Classroom supplies • Access to AV equipment • Key to the office and church

EMPLOYMENT AT WILL

The contents of this Job Description are presented as a matter of information only. St Paul’s Lutheran Church Stoverstown reserves the rights to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language in this Job Description is not intended to create, nor is it to be construed to constitute, an express or implied contract between St Paul’s Lutheran Church Stoverstown and any one or all of its employees and is no guarantee of employment for any specific duration. That is, employment can be terminated at any time, for any reason, with or without notice, at the will of either St Paul’s Lutheran Church Stoverstown or the employee. Any change to this at will employment status, including employment for a particular duration, may be granted only with the specific prior written approval of the St Paul’s Lutheran Church Stoverstown.

RESIGNATION, TERMINATION AND SEPARATION FROM EMPLOYMENT

Situations sometimes develop which warrant an employment change on the part of either our organization or the employee. Employees who wish to resign are asked to give two weeks’ notice of intended resignation.

The last day worked will be considered the separation date.

Employees must return all church property immediately upon request or upon termination of employment. Any items missing, or not returned, may be charged to the employee. Examples of such items include, but are not limited to, keys, classroom supplies, books, etc.

After **every modification** the updated job description must be signed and filed at the church office.

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Signature of employee

Date

Committee member signature

Date