

**Job Description**  
**Coordinator of Youth and Household Ministries**  
**Trinity Lutheran Church – Boulder, CO**

**Reports to:** Senior Pastor  
**Works closely with:** First Third of Life Committee  
**Status:** Full-time  
**FLSA:** Exempt

**Job Summary**

The Coordinator of Youth and Household Ministries engages children, youth, and families of Trinity Lutheran Church through compassionate, creative, and courageous means to help youth wrestle with identity, belonging, and purpose through a grounding in Christian faith and community. While this position is responsible for overseeing all children's and youth activities, an emphasis will be on youth in 5-8<sup>th</sup> grade with an eye toward growing relationships and programming into the high school years.

This is a full-time, salaried position with weekend and evening responsibilities. While some weeks or seasons in the life of the church will require work beyond a 40-hour work week, we encourage work-life balance and some weeks will allow for less hours to bring the average down. Yearly compensation is \$40,000-\$45,000 with an additional \$5,000 healthcare stipend and 5% 403b retirement contribution.

**Essential Functions:**

- Visions and takes risks while working collaboratively with the First Third of Life team to experiment with new youth ministry models in our evolving world.
- Plans and implements children and youth programs and ministries in collaboration with the First Third of Life committee including Sunday school, middle and high school bible study and social or service activities, elementary-aged Day Camp, and other events as planned.
- Actively works to create cross-generational situations both inside and outside of worship to foster and encourage sustainable, trusted, authentic relationships through meaningful conversation, shared rituals, and traditions
- Nurtures trusting and open relationships with youth and parents by listening empathetically and non-judgmentally while maintaining confidentiality appropriate boundaries.
- Works collaboratively with the Senior Pastor to plan and oversee the Confirmation program and other youth faith formation programs
- Attends confirmation camp, and synod and church-wide youth gatherings
- Oversees CU parking fundraisers

- Supervises Trinity Youth Community Fund
- Manages the youth budget and finances with fiscal responsibly
- Encourages youth worship participation and helps equip them for worship leadership and spiritual growth
- Recruits, equips, and supervises adult leaders, helpers, and parents to assist in Youth Ministry, with the help and support of the First Third of Life Committee
- Communicates effectively with youth, parents, and the congregation through print, verbal, text, and online means. Maintains open communication with staff to keep them apprised of youth activities.
- Attends and actively participates in the First Third of Life Committee
- Seeks out and utilizes professional enrichment opportunities and resources to grow in the position

#### **Other Responsibilities:**

- Participate in bi-weekly staff meetings
- Attends Sunday morning worship services
- Attends Church Council meetings, as requested
- General support of the ministries and mission of the congregation
- Networks with area congregations and youth workers
- Enrollment in a Youth & Family Ministry certification program and CPR training within the first year required.

#### **Minimum Qualifications:**

- A Bachelor's degree. Coursework in Christian Religious Studies and/or extensive Bible study is helpful and preferred. Certificate in Youth Ministry highly desired.
- A member of the Evangelical Lutheran Church in America or able to teach and support Lutheran theology with integrity.
- Demonstrated competency working with children and youth, ministry setting preferred.
- Willing and able to serve as a Christian role model.

#### **About Trinity:**

Trinity Lutheran Church is a member of the Evangelical Lutheran Church in America (ELCA) Trinity is an energetic, active church which serves Boulder and surrounding communities by living into our mission statement: A Mission Outpost in a Troubled World; Making a God-Shaped Impact on the World. A unique aspect of our Youth Ministry is our lack of need for multiple fundraisers, as parking cars for the University of Colorado football games raises enough to cover most all fundraising needs. A significant portion of this money is then given away to local community organizations through the youth-led Trinity Youth Community Fund.

## Core Competencies:

- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
- **Spiritual Formation/Discipleship:** Demonstrates an understanding of spiritual formation/ discipleship as journey or process; invites others into reflection about personal spiritual journey; creates teaching and small group environments that promote discipleship
- **Listening:** Engages in thoughtful and attentive listening; listens beneath the surface for real intent that may contradict the spoken message; overcomes personal bias to genuinely hear the ideas and concerns of another; can describe the perspective of another, even when he/she disagrees.
- **People/Volunteer Management:** Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion. Communicates effectively with all parties to encourage and sustain involvement and participation.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.
- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.