

Position: Trinity Lutheran Church Christian Ministry Events & Youth Coordinator

Hours: Approximately 20 hours per week

Position Summary

The Christian Ministry Events & Youth Coordinator leads the planning and execution of key congregational events while fostering meaningful opportunities for youth engagement and faith development.

This role is designed to strengthen the life of the church by creating well-organized, engaging events and by building relationships—especially with youth and families. The ideal candidate is energetic, outgoing, and proactive, with a passion for bringing people together and creating environments where faith and community can grow.

Primary Responsibilities

1. Event Coordination & Ministry Support (Primary Focus)

- Serve as the central coordinator for **key church events**, providing organization, communication, and execution support.
- Work alongside committees and ministry teams to plan and carry out major events such as:
 - Vacation Bible School (VBS)
 - Sunday School Rally Day & Christmas Program
 - Seasonal events (Advent, Lent, Easter, Christmas)
 - Fellowship events and congregational gatherings
 - Select outreach and fundraising events
- Help develop timelines, organize volunteers, and ensure events are well-planned and effectively executed.
- Support (not replace) committee leadership by acting as a **guide, organizer, and resource**.
- Coordinate building usage with the Parish Administrator and maintain the master church calendar.
- Oversee communication and promotion of events through newsletters, social media, and announcements.
- Assist with occasional special events such as weddings and funeral luncheons, as needed.

2. Youth Ministry Engagement (Key Focus)

- Provide leadership and coordination for a **sustainable and relational youth ministry**, focused on connection, faith growth, and involvement in church life.
- Plan with the pastor and facilitate **regular youth gatherings** (monthly or biweekly), along with service and fellowship opportunities.
- Integrate youth into the broader life of the church, especially through participation in events and service ministries.
- Build relationships with youth and families through consistent communication and presence in worship and church activities.
- Partner with the Christian Education Committee, parents, and volunteers to support youth programming.
- Recruit and support volunteers to assist with youth ministry.
- Encourage youth leadership and involvement within the congregation.
- Ensure Safe Youth Policy is followed in all youth ministry settings.

3. Volunteer Development & Hospitality

- Recruit, organize, and maintain a strong base of volunteers to support church events and ministries.
- Strengthen and coordinate hospitality efforts for congregational events.
- Help members find meaningful opportunities to serve and connect within the church.

4. Relationship Building & Ministry Growth

- Proactively build relationships within the congregation and local community.
- Identify opportunities for new events, outreach, and ministry connections.
- Bring forward and help implement ideas that enhance fellowship, discipleship, and community engagement.

5. Administrative & Communication Responsibilities

- Maintain clear and consistent communication with staff, volunteers, youth, and families.
- Attend staff meetings and relevant committee meetings as needed.
- Ensure event details and ministry updates are submitted for church communications.
- Assist in managing event-related and youth ministry expenses within approved budgets.
- Maintain appropriate confidentiality and communicate sensitive concerns to the Pastor.

Scope & Expectations (20-Hour Guardrails)

- **Primary time focus:**
 - Planning, coordinating, and executing key church events
 - Being a visible and accessible connection to the ministries of the church on Sunday mornings
- **Youth ministry:** Relational and consistent, but scaled to a sustainable level (not a full-scale program)
- **Committee involvement:** Supporting and equipping—not owning every event
- **Seasonal flexibility:** Busier seasons balanced with lighter weeks

Desired Qualities

- Energetic, outgoing, and highly relational
- Strong organizational and planning skills
- Self-motivated and proactive
- Gifted in working with volunteers and teams
- Passionate about creating meaningful church experiences
- Able to connect well with youth and families

Bottom Line of This Role

This position is designed to:

- **Make church events run well and feel meaningful**
- **Create connection points for the congregation and community**
- **Engage youth in a consistent, relational, and sustainable way**