

Prince of Peace Lutheran Church
"A family of Christians growing in faith, reaching out in love."



PRINCE OF PEACE LUTHERAN CHURCH
2330 E. Calumet Street, Appleton, WI 54915

Position Description

- Prince of Peace's primary focus is joining together as a community through worship, music, prayer, and outreach to express our love and faith in God. We have approximately 1200 members at Prince of Peace. Worship services are held in-person and online. If members are unable to attend in-person, all are welcome to watch the service live on the Prince of Peace Facebook Page and YouTube Channel. Services can be viewed anytime.
- Families, volunteers, and staff partner together to help raise faith-filled children by bringing Bible stories to life through music, hands-on activities, and service projects.
- Prince of Peace continues to work collaboratively with area schools, churches, and non-profit agencies by helping members grow as disciples supporting and loving all people. There are many opportunities to serve throughout the year as part of an ongoing or one-time commitment. Some of the collaborations are Horizons Elementary School Reading program (UFRS), Christmas in August (backpacks for elementary school children), Salvation Army, AA, Harbor House, quilt making, and many more.

Title: Youth Ministry Coordinator

General Description of the Purpose of this Position:

The Youth Ministry Coordinator shall serve the church by supporting a welcoming, inclusive ministry for youth from birth through grade 9. In collaboration with other staff and volunteers, the Coordinator will implement creative, engaging, Christ-centered, spiritually-based programs that encourage parental/guardian and other adult involvement and team building.

Job Type: full-time - 40 hours/week

Compensation: salary of \$40,000 with 10% pension benefit

Must have 3-5 years' experience in working with youth

Accountable to:

Pastor in charge of staffing

Related to:

Other Pastoral Staff

Other staff

Responsibilities:

1. In collaboration with the pastors, review, select, and prepare curriculum materials and educational tools for the Nursery, Faith Formation program and for the Confirmation program. Facilitate, plan, and coordinate these programs.
2. Connect and build relationships with parents/caregivers of youth from birth through 9th grade. Welcome members and visitors as they begin Faith Formation and Confirmation. Connect families and youth with each other through such activities as the awarding of Bibles, First Communion instruction, seasonal events, Martin Luther classes, and Confirmation. Additionally, assist in the creation of new opportunities for Faith Formation and Confirmation.

3. Plan, organize, and implement Vacation Bible School and mission opportunities in cooperation with other staff and volunteers.
4. Explore and encourage youth participation in: ELCA national, synod, Crossways Camping Ministries, and conference activities.
5. Facilitate youth service in the life of the Congregation and in our community. Coordinate with other staff who are active youth/family engagement in worship and intergenerational activities.
6. Recruit parents/guardians and congregation members to support the Nursery, Faith Formation, and Confirmation. Ensure that volunteers are trained, coordinated, background-checked, and ready for leadership in these programs. Implement volunteer recognition opportunities.
7. Develop Christ-centered relationships with youth by taking an interest in their lives outside of the church.
8. In partnership with other staff and members, maintain an accurate inventory of equipment and supplies, and requisition supplies as needed. Ensure that current records of class lists, offering envelopes, contact information, enrollment, and attendance are maintained. Additionally, determine budgetary needs for all programs, submit budget proposals, and administer funds.
9. Participate in staff meetings and any ministry and/or team meetings to carry out the Faith Formation and Confirmation programs.
10. Provide verbal, electronic, and written communication to the congregation, volunteers, families, and youth regarding upcoming plans and events.
11. Participate in continuing education opportunities, including: CPR, First Aid Certification, and use of an AED.
12. Perform such other duties as may be assigned by the Pastors.

To apply, please submit your resume, cover letter and a list of references (2 professional, 1 personal) to Prince of Peace Council Vice President, Cindy Czarnik-Neimeyer at cindy@czarnik.net.

Youth Ministry Coordinator	Date
Pastor in Charge of Staff	Date
Council President	Date