



**Ministry Description for
Youth Ministry Assistant**
at Christ the King Lutheran Church,
Combined Locks, WI

Scope of Position:

The Youth Ministry Assistant is committed to Jesus Christ and passionate about building Christ-Centered relationships with youth and their families. They shall have strong administrative, communication, and organizational skills, along with effective relational skills for working with people of all ages.

Ministry Supervisor: Pastor Nate Gauerke, Senior Pastor

Position Type: Part-time, hourly (avg. 10 hours/week)

Benefits: continuing education

Essential Duties:

- **Confirmation Administration** - Oversee all elements of the Confirmation program
 - Assist pastors and confirmation teachers in the organization and implementation of confirmation curriculum (making copies, uploading content to YouTube, organizing Google Classrooms)
 - Develop an annual calendar of confirmation events and speakers in partnership with Associate Pastor for Youth
 - Partner with Associate Pastor for Youth in recruiting and coordinating table guides
 - Work with the Financial Manager to set up registration for confirmation
- **Communication** - Provide communication with confirmation families regarding upcoming events, and empower them so they can continue to teach faith at home.
 - Connect and communicate with the people of the congregation through constant contact, social media, worship announcements verbal/printed/visual, etc. of upcoming events, how they may be involved, and to thank them.
- **High School Ministry Administration**- assist with administrative tasks of High School Ministry when it comes to mission trips, youth gathering, and other events
 - Maintain a file for waivers and permission slips to pass to Associate Pastor for Youth for all trips and events
 - Work with Associate Pastor for Youth to track paperwork and payment deadlines for trips
 - Assist with developing logistics for trips (transportation quotes, lodging, contracts, etc)

Other Duties

1. Meet regularly with Associate Pastor for Youth
2. Maintain records of background checks for all adults who work with youth
3. Worship on a regular basis and maintain boundaries to have a healthy faith, family, and personal life.
4. Other duties as assigned by pastors.

Required Skills & Competencies

- Has a passionate faith in Jesus Christ, and leads a life that reflects Christ's love for all people, including self
- Passionate about connecting with and caring for youth to reflect Christ The King's vision of making God's love come to life
- A team player who partners with the gifts and skills of other church staff
- Able to follow-through on projects to bring them from idea to reality, while paying attention to details
- Basic skills in Microsoft Office and use of social media
- Maintains a positive social media presence, being mindful of appropriate boundaries and communication

About Christ the King:

Located in a growing area of Northeast Wisconsin, Christ the King is a vibrant faith community *where God's love comes to life*. Our congregation has a youthful energy, teaching and equipping members to connect outward with our community. Keeping our youth engaged and families served has always been an energy focus at Christ the King. We are a pandemic-aware community, and align our practices with current CDC recommendations.