

New Staff Position Announcement

Youth Ministry Coordinator

Bethel seeks to hire an individual to coordinate ministries related to the faith formation of its youth. The successful candidate will have 2-3 years of organizational and/or leadership experience with youth.

Duties and Responsibilities of this position include:

- **Coordination and maintenance of the Youth Ministry Calendar for:**
 - o F3 (1-4 graders)
 - o Middle School (5-8 graders)
 - o High School (9-12 graders)
- **Facilitating communication with parents concerning events, fundraisers, etc.**
 - o Hold quarterly meetings and information sessions
 - o Transmit weekly email updates and other communication via social media
- **Providing direct supervision of Youth Ministry Interns**
- **Attending weekly staff meetings, worshiping regularly and serving as the “Face of Youth Ministry” at Bethel**
- **Submitting monthly reports to the Congregation Council and providing articles for our monthly newsletter, the “Bethel Banner”**
- **Coordinating activities related to ELCA National Youth Gatherings**
- **Other duties as directed**

Applicant requirements include successfully passing a background check and completing the “Safe Gatherings Program.” The estimated time commitment for this position is ten hours per week. The Youth Ministry Coordinator will report to the Parish Administrator.

If you are interested, email a current resume to adminstrator@bethelwinchester.com (or drop off at the church office, attention of Pat Shields), together with a cover letter stating why you believe that you are the right individual for this position.

In initiating this candidate search, applications will be accepted from present Bethel members and friends during the month of December. If a suitable candidate is not identified from within Bethel during that time period, the position will be then opened up to the public-at-large.