



## **Youth Ministry Associate**

**Bethel Lutheran Church, Rochester, MN**

**Reports to:** Director of Youth Ministry

**Status:** Part Time (Average 25 hours/week)

**FLSA:** Non-Exempt

**Effective:** \_\_\_\_

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### **Job Summary:**

The Youth Ministry Associate supports a vibrant, Christ-centered ministry with middle school and high school students at Bethel Lutheran Church. This role helps create a welcoming, relational environment where young people feel known, valued, and encouraged in their faith. Working closely with the Director of Youth Ministry and the Children, Youth & Family (CYF) Team, the Youth Ministry Associate assists in leading weekly programs, coordinating logistics, managing registrations and communication, and supporting special events. By offering dependable presence, administrative skill, and a joyful spirit, this position strengthens Bethel's mission to share God's love with youth, families, and the wider Rochester community.

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### **Hours & Schedule:**

- Part-time position averaging **25 hours per week**
  - Flexible schedule, with required presence for:
    - **Sunday mornings** (education hour / youth programming)
    - **Wednesday evenings** (Confirmation and youth groups)
    - **Planned youth events, retreats, or special activities**
  - Some seasonal fluctuation in hours may occur based on ministry needs.
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### **Essential Functions:**

- Help set up, lead, and support youth programs on Sunday mornings and Wednesday evenings, contributing to a safe, upbeat, and Christ-centered environment.
- Build positive, caring relationships with students in grades 6–12 through consistent presence, encouragement, and engagement.

- Assist in planning and implementing special events, retreats, service projects, and seasonal programs as part of the CYF Team.
  - Manage registrations for programs, trips, retreats, and events; maintain accurate data using Excel and church database systems.
  - Support communication efforts by helping prepare emails, posts, and information updates across church platforms.
  - Provide administrative support for youth ministry, including data entry, attendance tracking, supply management, and organizing materials.
  - Assist with fundraising efforts that help youth participate fully in ministry experiences.
  - Receive delegation from the Director of Youth Ministry, helping carry out program plans and ministry goals with reliability and teamwork.
  - Serve as a valued member of the Children, Youth & Family Team, collaborating closely with staff and volunteers.
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#### **Other Responsibilities:**

- Attend CYF staff meetings and volunteer meetings as requested.
  - Assist with ensuring youth ministry information is accurate on the website and in publications.
  - Help recruit, support, and encourage volunteers for various aspects of youth ministry.
  - Participate in Bethel's worship life as able, modeling Christian community and support for youth and families.
  - Complete other duties as assigned.
  - Have fun!
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#### **Core Competencies:**

##### **Relational Ministry:**

Shows warmth, approachability, and genuine care for youth; engages students in ways that build trust and belonging.

##### **Communication & Collaboration:**

Communicates clearly and courteously; works well as part of a team; collaborates with staff, volunteers, and families.

##### **Faith Formation & Lutheran Identity:**

Appreciates Lutheran theology and supports faith formation within an ELCA context; models a life shaped by grace.

**Administrative & Technical Skills:**

Comfortable using Excel, databases, and digital communication tools; accurate in data entry; organized and attentive to details.

**Initiative & Reliability:**

Dependable, timely, and able to complete delegated tasks with care; brings a helpful, proactive spirit to shared ministry.

**Youth Development & Safety:**

Understands the needs of adolescents and supports practices that foster safety, inclusion, and positive relationships.

**Flexibility & Problem-Solving:**

Adapts to changing needs and schedules with a positive attitude; ready to assist where needed to make ministry effective.

**Positive Ministry Attitude:**

Brings joy, creativity, and enthusiasm to youth ministry; encourages an environment where students can learn, serve, and grow in faith.

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**Qualifications:**

- Passion for ministry with youth and a commitment to nurturing faith in the next generation.
- Experience working or volunteering with middle school or high school students preferred.
- Familiarity with Lutheran theology and willingness to support ministry in an ELCA congregation.
- Strong organizational skills and comfort with administrative tasks.
- Proficiency in **Excel**, email communication, and willingness to learn church databases and communication tools.
- Ability to collaborate with staff, volunteers, parents, and youth with professionalism and grace.
- Strong interpersonal skills, including reliability, good judgment, and healthy boundaries.
- Must pass a background check and complete Bethel's required child safety training.

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**Physical Requirements:**

- Ability to move freely throughout the church campus, including classrooms, worship spaces, and activity areas.
- Ability to lift or carry up to 25 pounds (e.g., supplies, equipment, materials).

- Ability to set up and take down program spaces, including tables, chairs, and supplies.
  - Ability to participate in indoor and outdoor activities with youth.
  - Extended periods of standing or walking during program times may be required.
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### **Working Conditions:**

- Work is performed in a combination of office, classroom, and church program environments.
- Evening and weekend hours required (primarily Wednesday nights and Sunday mornings).
- Occasional off-site events, retreats, or service activities.
- Moderate noise levels typical of youth activities.
- Frequent interaction with youth, families, volunteers, and staff in a fast-paced ministry setting.

Summary for Church Council:

### **Purpose Statement: Youth Ministry Associate**

The purpose of the Youth Ministry Associate position is to support a vibrant, relational, and Christ-centered ministry with middle school and high school youth at Bethel Lutheran Church. This role strengthens the work of the Director of Youth Ministry and the Children, Youth & Family Team by providing dependable leadership during weekly programs, assisting with special events, and offering essential administrative support such as registrations, communication, and data management. By sharing the responsibilities of planning, preparation, and program coordination, the Youth Ministry Associate helps create a healthy rhythm for full-time CYF staff, allowing them to serve with energy, creativity, and long-term sustainability. Through strong teamwork, positive presence, and a commitment to nurturing young people in their faith, this position enhances Bethel's mission to share God's love, foster community, and encourage spiritual growth among youth and their families.