



Youth Ministry Associate

Bethel Lutheran Church, Rochester, MN

Reports to: Director of Youth Ministry

Status: Part Time (Average 20 hours/week)

FLSA: Non-Exempt

Effective: ____

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.

Hours & Schedule:

- Part-time position averaging **20 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.

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.