**Job Description for Coordinator of Programming and Events**

**at**

**Prince of Peace Lutheran Church**

The Coordinator of Programming and Events (CPE) at Prince of Peace Lutheran Church shall work to support Youth, Educational, and Fellowship Programs at the church.

Specific duties related to Youth Ministry:

* 1. Organizing and supporting the High School Youth (Grades 9-12). Programming including but not limited to Sunday Morning Sunday School, Mission Trips, Outings, Fellowship Events, and Bible Studies as well as recruiting and training leaders for this program.
  2. Supporting the Confirmation Program (Grades 6-8) with occasional teaching and fellowship events, and assisting the pastors in the care of this program.
  3. Organizing and supporting Junior Youth Fellowship (Grades 3-5) in regular/monthly fellowship opportunities as well as recruiting and training leaders for this program.
  4. Assist the staff in providing clear transitions from one youth group to the next one.

Specific duties related to the Congregation:

1. Serve as a resource person for other congregational committees to help recruit and support volunteers.
2. Organize quarterly multi-generational events with various groups in the congregation. Examples might be the High School Youth hosting the Senior Ministry Group or the Confirmation Youth hosting an Advent Family Night for the children of the parish.
3. Communicate events and programs through church newsletter and other social media tools. Be an onsite person to take pictures of various events at Prince of Peace.
4. Participate and contribute to staff and church meetings

Other duties will be assigned as the position grows. This position will be subject to the overall supervision of Senior Pastor John D. Morris. Either party may terminate this contract provided that two weeks’ notice is given.

This person should be trained in CPR, First Aid, provide needed background checks, and be encouraged to attend professional development in consultation with the supervisor.

The salary for this full-time position will be in the range of $30,000 - $35,000/year depending on experience. The position will also include a health benefit, two weeks paid vacation, and a defined day off each week.

Annual reviews will be conducted in conjunction with the Mutual Ministry Committee. A background check will be required for this position.