



Job Description

Title	Grade Level Confirmation Coordinator	Status	Part Time (10-15 hrs/week)
Department	Student Ministry	Reports to	Director of Middle School Ministry

POSITION PURPOSE

Assist the Director of Confirmation in coordinating and scheduling Confirmation ministries and programs for the grade level assigned, to fulfill Hope Lutheran's mission, "to encourage all people to know the love of Christ." The goal of the Confirmation Ministry Team is to use their spiritual gifts to nurture, inspire, and encourage the youth, and those who support them.

POSITION RESPONSIBILITIES

1. Support & Training of Small Group Leaders
 - Continually identify, recruit, coordinate, train and thank volunteers for each specific grade level
 - Supervise, encourage, and support Small Group Leaders and Leaders Coaches throughout the Confirmation process
 - Lead and assist volunteers during Wednesday evenings and Sundays as assigned
2. Scheduling and Coordination
 - Cooperatively organize all programs and activities including, but not limited to: Confirmation and special events
 - Small group curriculum preparation
 - Oversee the collection of monetary offerings within the classroom
 - Assist the Confirmation Director in assigning and coordinating Small Group Guides and Guide Coaches
 - Connect with Small Group Leaders and confirmation volunteers weekly to ensure that they are tracking students' confirmation attendance
 - Facilitate the flow of information, questions and concerns, between Small Group Guides, Coaches and the Confirmation Director
 - Assist the Director of Confirmation in weekly maintenance of equipment and materials
 - Correspond with parents through mail, email, phone and other technological avenues as necessary
3. Other Duties
 - Joyfully share the love of Jesus Christ
 - Help students learn attitudes, skills and subject matter that will contribute to their development as mature, able and responsible Christians to the praise and glory of God
 - Be a Christian role model in attitude, speech and actions towards others and enforce policies for safety and well-being
 - Seek God's will while equipping parents, volunteers and students with tools and training necessary to develop strong spiritual growth and positive relationships
 - Contributing to a church wide atmosphere of hospitality
 - Other duties as assigned

REQUIRED SKILLS AND ABILITIES

- ❖ Committed to the mission and core values of Hope Lutheran.
- ❖ Proficiency with computers, Microsoft office products and smart phone applications
- ❖ Perform duties independently and cooperatively
- ❖ Capacity to learn and use the church database
- ❖ Ability to lead and inspire a team of volunteers
- ❖ Communication and interpersonal skills

Ben Sullivan
 Director of Middle School Ministry
 (701) 235-6629 ext.320
 bsullivan@fargohope.org

Hope Lutheran Church
 2900 Broadway N
 Fargo, ND 58102
 Office: (701) 235-6629 | Fax: (701) 235-5008

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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