

# Board of Family Ministry

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## Boy Pioneers Trainmaster

**Mission Statement:** Boy Pioneers is a youth ministry that exists to reach out and nurture the young men and boys of Trinity. Boy Pioneers provides a rich opportunity for the boys to explore and experience the wonders of God's creation, to strengthen Christian friendships, and to learn new skills for everyday life. All this is centered in God's Word and consistent with the doctrine of the Wisconsin Evangelical Lutheran Synod.

**Description:** The Boy Pioneers Trainmaster is responsible for overseeing the coordination of the entire Boy Pioneers program. The Trainmaster helps the leaders and coordinators plan and execute all meetings, special events, and activities.

### **Qualifications:**

- Communicant member of Trinity Ev. Lutheran Church
- Responsible, dependable, and trustworthy
- Organized and detail-oriented
- Willingness to work with boys in 1<sup>st</sup> through 8<sup>th</sup> grade
- Possesses leadership skills
- Completed and passed the online background screening process

### **Responsibilities:**

1. Read and follow the Child Protection Policy.
2. Confirm that all volunteers age 18 or over, overseeing, transporting, or having access to youth under the age of 18 have been screened and are cleared to serve.
3. Planning and coordinating of annual schedule
  - a. Schedule, coordinate, and lead the bi-annual planning meetings.
  - b. Schedule annual meeting and activity calendar for program.
  - c. Reserve time and space for meetings and activities on church calendar.
4. Planning and coordinating of monthly meetings for boys
  - a. Follow detailed outline of requirements for program.
  - b. Coordinate volunteer guest speakers or create lesson plan for each monthly meeting.
  - c. Coordinate monthly craft activities and/or games.
  - d. Shop for supplies necessary for monthly meetings and submit receipts to Pioneers Bookkeeper.
  - e. Work with Recruiter/Communications Coordinator in advance of meetings to communicate all information for monthly newsletter and any need of adult volunteers/chaperones, etc. for monthly meetings.
  - f. Report to Staff Minister and Board of Family with planned monthly activities.
5. Meetings
  - a. Attend bi-annual planning meetings of the Boy Pioneers leadership team.
  - b. Attend and oversee monthly meetings and special events of the Boy Pioneers group.

### **Time Commitment:**

- 5 hours per month
- 1-year term, from July through June; may serve successive terms, at the discretion of the Board of Family and the rest of the Boy Pioneers leadership team

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**Relationships:** The Boy Pioneers Trainmaster works closely with the Boy Pioneers leadership team, including the Boy Pioneers Special Events Coordinator, Boy Pioneers Recruiter/ Communications Coordinator, Pioneers Bookkeeper, and Boy Pioneers Leaders. The Trainmaster also works under the guidance of and is responsible for communications to the Staff Minister and the Board of Family.

**Training:** The Boy Pioneers Trainmaster is trained by the outgoing Trainmaster. The Trainmaster may participate in further leadership training, as available.